



EOSDIS/ Earth Data Website CMS User's Guide & Concept of Operations

v.2a

9/24/2011

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1 Introduction

This guide is intended to provide authenticated users of the Earth Data website basic instructions on how to use the website's CMS (Content Management System) and about the common processes involved in the site's operation.

The current URL for the website is: <http://earthdata.nasa.gov>

All information in this guide refers to the site at this address.

There is a staging/user acceptance testing website for the site at <http://earthdata-uat.nasa.gov>. All the functions listed here should also apply to that URL, though the UAT instance may include newer/different functionality.

Important Notices

- A. Because of the still-evolving nature of this website, some information in this guide may change, including layout of pages, fields in the CMS and other processes. Every attempt will be made to quickly capture and release revisions to this User's Guide.
- B. Screen grabs used throughout this guide were taken with the Firefox browser on a PC. User views may vary in different browsers and on different platforms. Outside of slight changes in how links are represented, please notify the Earth Data web team (reachable via the email address esdis-cw@lists.nasa.gov) with any issues. In a future revision to the website, a trouble ticket system will be introduced and can be used to report site issues of any kind.
- C. Most links for the CMS can be seen as an "overlay" to the existing page or be reached with a direct link that is not an overlay. There is no difference between the content of the different displays but visually there may be variations. Unless otherwise noted, the screenshots used in this manual are of the overlay view.

2 Document Version Control

Version tracking of this document is noted on the last page of the guide. The latest version will eventually be posted on the Earth Data website. Until that point, the guide will be distributed by the Earth Data web team.

3 CMS Information

A content management system (CMS) is a program that allows for the management of websites. In general, content management systems have many features including access control, workflow management, versioning, template utilization, document management, syndication and a supported toolset.

The CMS in use by the EarthData website is Drupal 7. For more information about Drupal visit <http://drupal.org>.

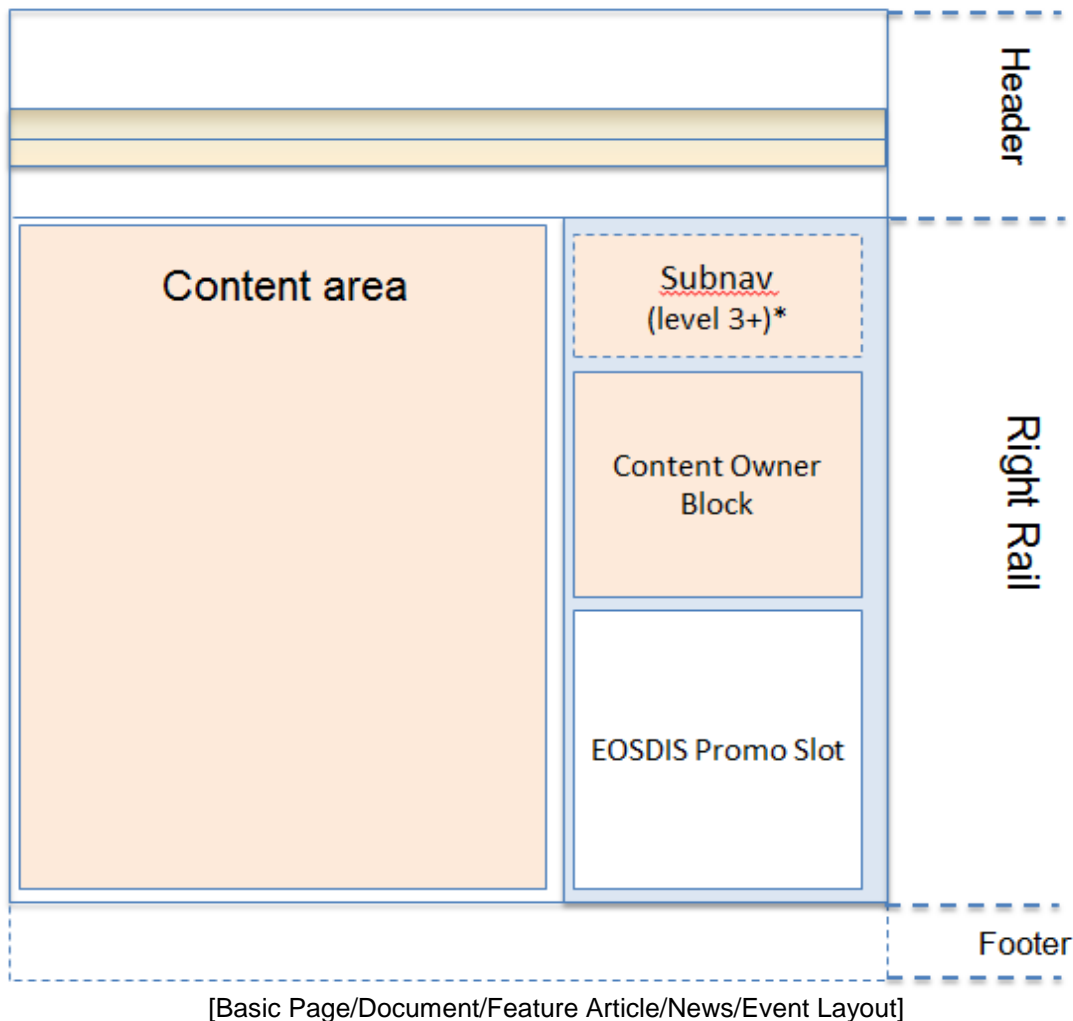
Other Resources

There are a number of end-user guides available online about Drupal. While some may offer basic details about using the CMS, they are also not specific to the Earth Data website and should only be used for reference or background.

4 Page Templates

To use the Content Management System a general understanding of the content areas of the site is advised. Content areas can be defined as “Blocks” within the Drupal CMS but Blocks are managed differently than content in the main content area. See “Adding Content” for more details about that process.

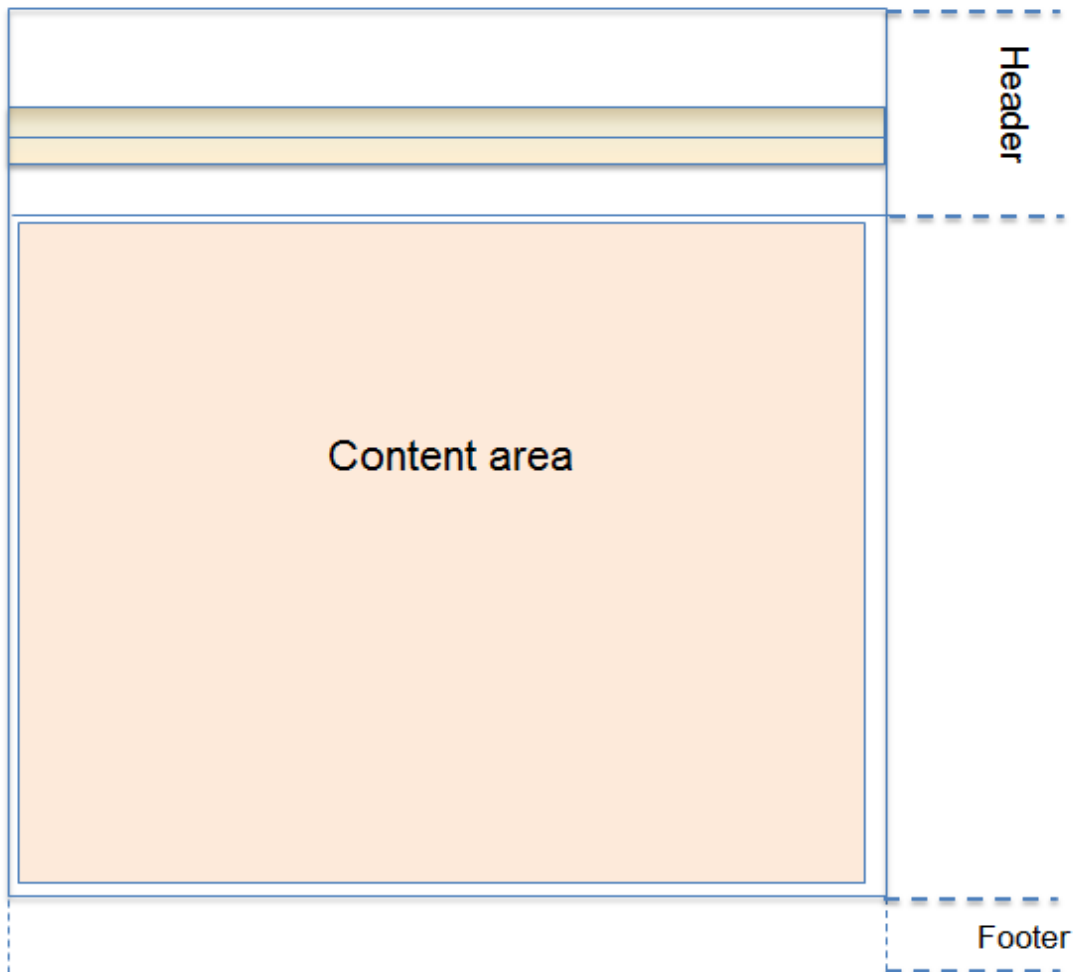
4.1 Basic Page / Document / Feature Article / News / Event



- While the styling of the Content Area may differ slightly, Basic Pages, Document Pages, Feature Articles, News Article and Event share the same basic template.
- Header contains top-level navigation / breadcrumbs
- Footer contains some “site-wide” content links
- Content providers populate shaded areas
- Content owners approve content in shaded areas

- The EOSDIS Promo Slot is currently used for Data Discovery links
- Right rail is expected on pages but in some cases may be left off intentionally

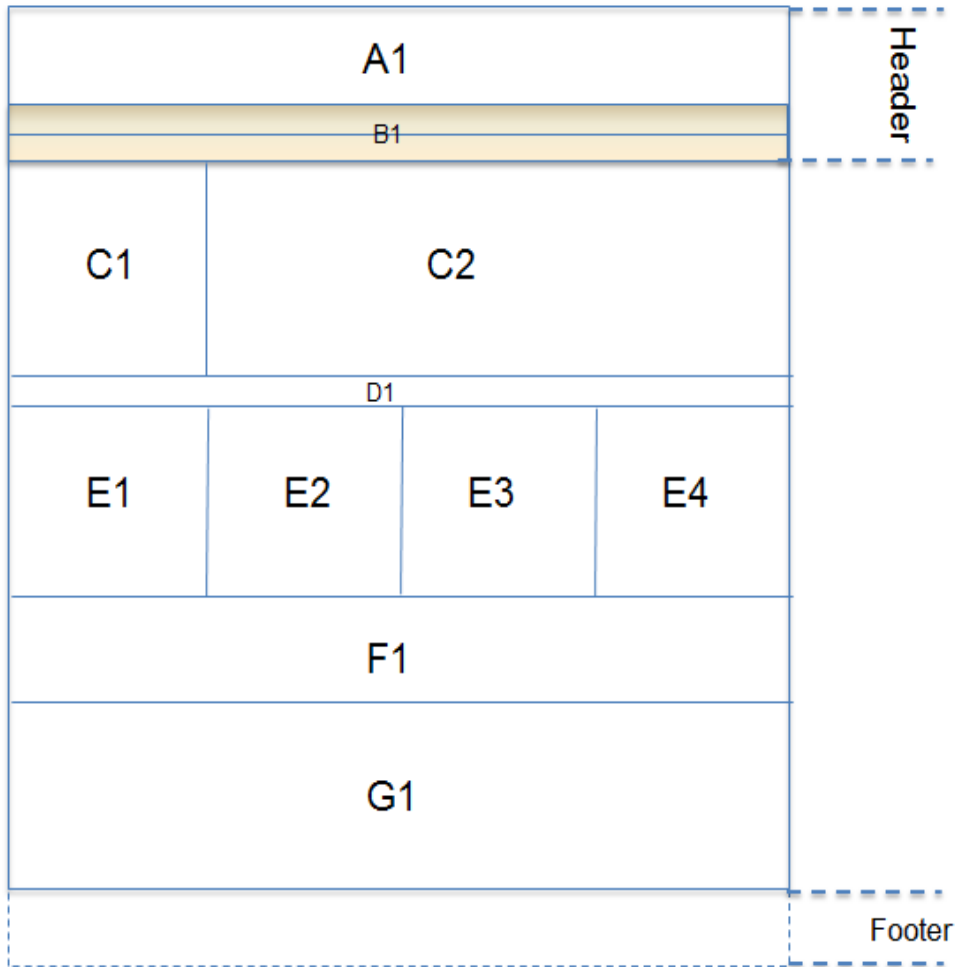
4.1.1 Page (Without Right Rail)



[Basic Page/Document/Feature Article/News/Event Layout]

- Essentially the same as the Basic Page template
- The only difference is the lack of a right rail.
- Used when large images or tables necessitate using a wider page style.

4.2 EOSDIS Home Page



Specific ownership of the individual blocks on the home page are TBD.

Currently, these blocks are defined as the following:

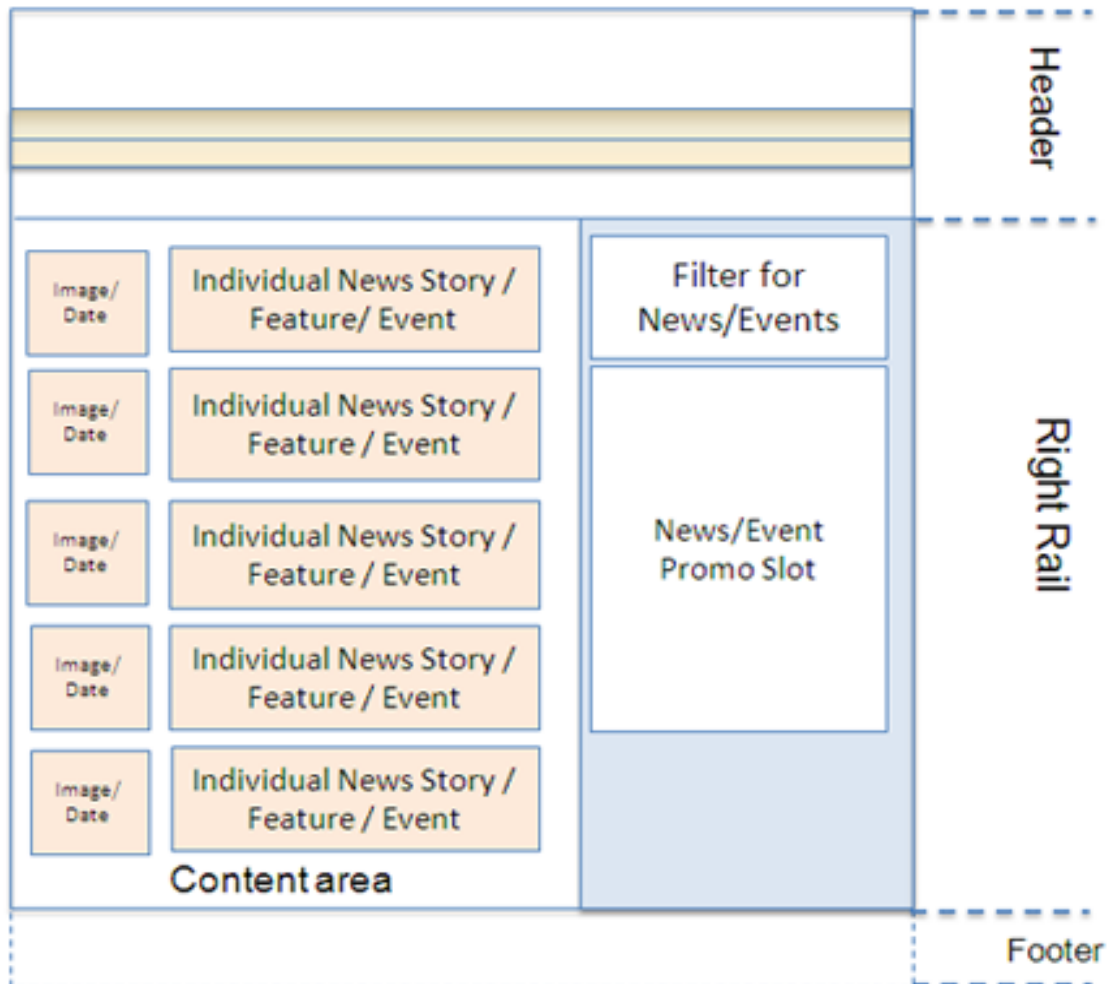
- A1 Site Header
- B1 Site Navigation
- C1 Data Discovery Box
- C2 Rotator
- D1 EOSDIS Watch
- E1 EOSDIS Events
- E2 EOSDIS News
- E3 Data Center News and Information
- E4 About EOSDIS

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- F1 At a Glance
- G1 Data Center Listing

4.3 News/Events/Features Listing Page

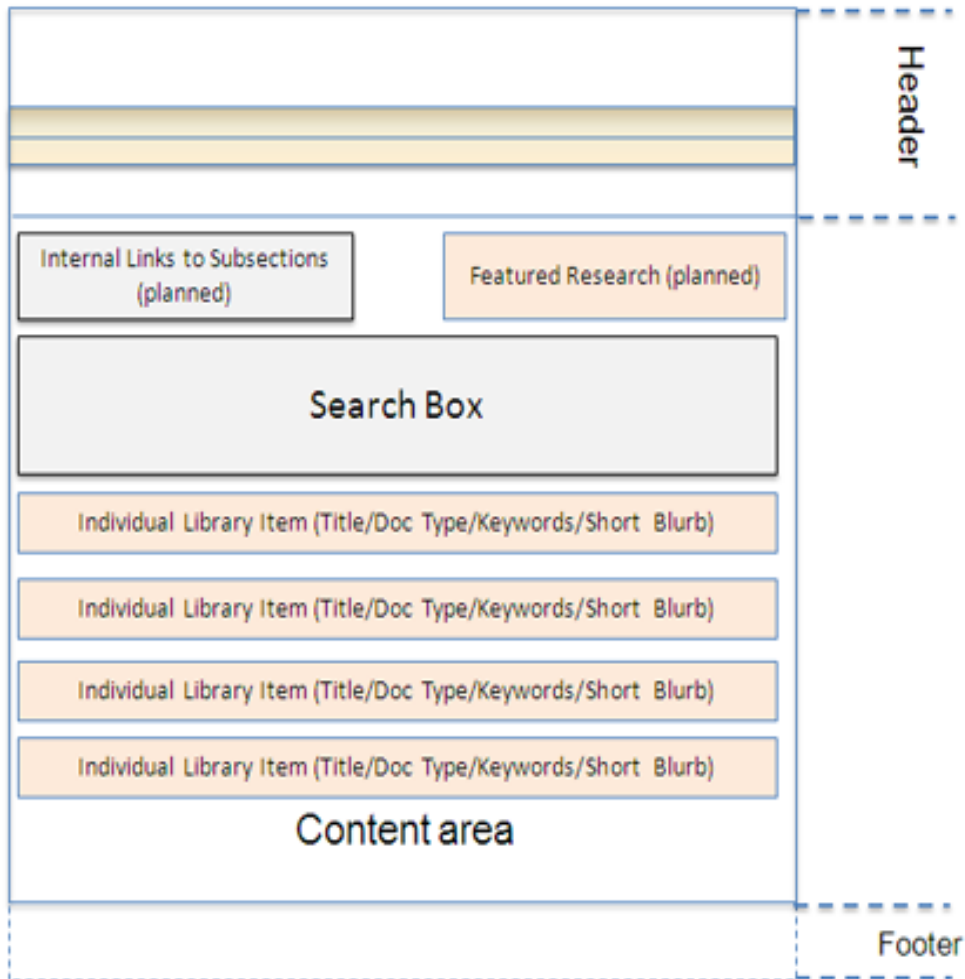
The index for News, Events and Features will use a similar template that includes a promotional image (in the case of Events the image is of the calendar date of the Event Start Date), title of the article/event/feature and the short blurb of content. Some keywords may also be displayed.



- Content providers populate shaded areas (by publishing News/Events or Features)
- Content owners approve content in shaded areas.
- Individual articles/events approved by content owners and entered by providers.
- Right rail doesn't contain any customizable elements in the main News/Events pages (Features TBD on a top level)

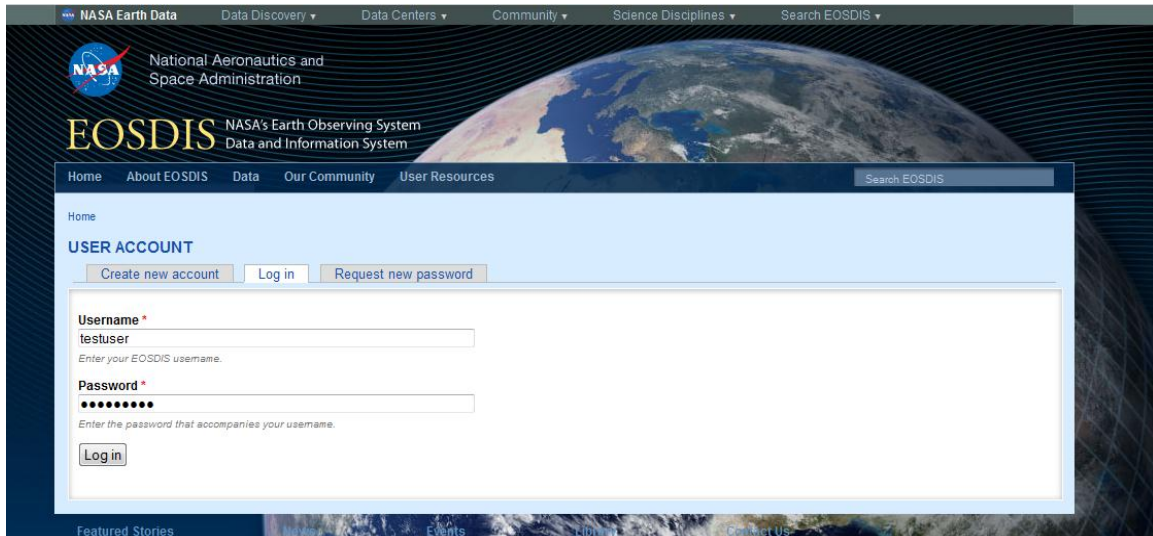
4.4 Library Page

All Documents uploaded into the Earth Data CMS are associated with a Document Page (see 4.1). All Document Pages are listed in the library, which provides a list of the most recent documents uploaded into the system and ways to search or filter the content.



- Content providers populate shaded areas (by entering Documents into CMS)
- Content owners approve content in shaded areas (by Approving Documents)

5 User Interface



[Figure 1. Login Screen found at <http://earthdata.nasa.gov/user>]

5.1 Signing In

To login to the Earth Data website visit <http://earthdata.nasa.gov/user> and enter the username and password you have been assigned. Click on the “Log in” button to continue.

5.1.1 NAMS

The Earth Data login will integrate with NASA's Account Management System and at that point the AUID will be used for logging into the website. There may be some differences in the screengrab above and the eventual login via NAMS. The date for a transition to NAMS is TBD.

5.1.2 Lost Password

Once EOSDIS is integrated into NAMS, a password reset will be handled through that system.

For non-NAMS users, or for lost passwords before the integration into the system, please contact the CW Team at esdis-cw@lists.nasa.gov.

5.1.3 Account Requests

To request an account for you or a delegate please have the content owner of the section the user will be working in contact the CW Team at esdis-cw@lists.nasa.gov to set up an account.

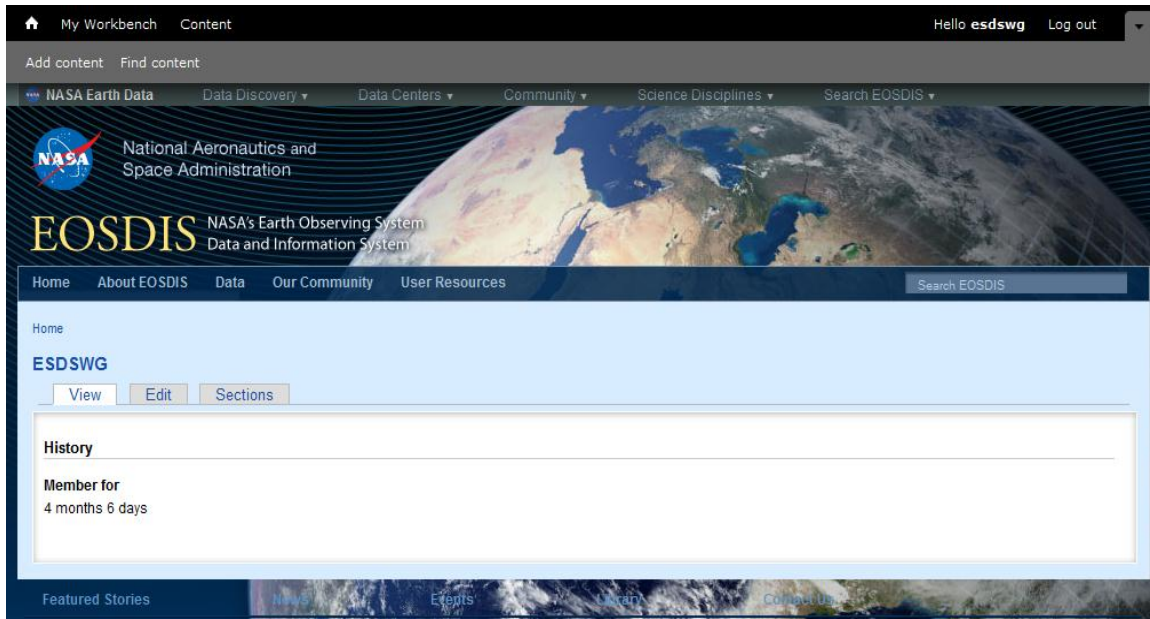
5.2 The User Interface

The user interface for the Earth Data website differs based on the role(s) of the user. Drupal will “skin” the website with administrative functions and CMS functions are integrated into the pages being viewed.

Once logged in, all users are greeted with their user page with very basic information. The “View” tab is the default display. The “edit” tab allows the user to change his/her password or to upload

a profile picture (currently only viewable by the user). The “Section” tab shows what areas the user has access to (no edits should be made in that section).

5.2.1 User Interface – Content Providers



[Figure 2. **User Home Screen** found at [http://earthdata.nasa.gov/users/\[nameofuser\]](http://earthdata.nasa.gov/users/[nameofuser]) – eg <http://earthdata.nasa.gov/users/esdswg>]

4.2.1 CMS Menu Links

The following links are persistent on the top of the browser being used to access the CMS.

... **Home Icon** 

Links to: <http://earthdata.nasa.gov>

The home icon will bring the user back to the home page for the website and serves no other purpose.

5.2.2 My Workbench

Links to: <http://earthdata.nasa.gov/admin/workbench>

The My Workbench link displays recent content that has been edited or created by the user. Since before launch users are tied to content providers, there is a more general list than will be available after users have individual logins.

This section is intended to be a quick and easy way to find pages/documents/etc. that “belong” to a user.

NOTE: This section is still under construction and some features are either unavailable or may change.

The following links are available at the top of the content page:

- **My Content:** The default screen. Includes links to “Content I’ve Edited” or “All Recent Content” – those subscreens will offer searches but aren’t operational at this point.
- **Create Content:** Repeats the links found under “Add Content” CMS menu link. Refer to that section (4.2.1.8) for details.
- **My Sections:** Not being used at this time.
- **My Drafts:** Not operational at this time. Will show pages/etc. in draft form.
- **Needs Review:** Lists all pages/etc. created by a user with a status of “Needs Review.”

My Workbench

Home About EOSDIS Data Discovery Global ES Community Help

MY WORKBENCH

My content Create content My sections My Drafts Needs Review

Content I've Edited All Recent Content

My Profile

esdis

Content I've Edited

Title	Section	Type	Published	Revised by	Last updated	Actions
EOSDIS Services	EOSDIS	Basic page	Yes	esdis	1 day 12 hours ago	
The Earth Science Program	EOSDIS	Basic page	Yes	esdis	4 days 8 hours ago	
ACSI Reports	EOSDIS	Basic page	Yes	esdis	5 days 11 hours ago	
System Performance	EOSDIS	Basic page	Yes	esdis	5 days 11 hours ago	
EOSDIS Organization Chart	EOSDIS	Basic page	Yes	esdis	6 days 1 hour ago	

[view all](#)

All Recent Content

Title	Section	Type	Published	Author	Last updated
EOSDIS Services	EOSDIS	Basic page	Yes	esdis	1 day 12 hours ago
EOSDIS Components	EOSDIS	Basic page	Yes	esdis	1 day 15 hours ago
System Descriptions	EOSDIS	Basic page	Yes	drpearthdataadmin	1 day 15 hours ago
EOSDIS Interface Document Acronyms	EOSDIS	Basic page	Yes	drpearthdataadmin	4 days 8 hours ago
Project Life Cycle	EOSDIS	Basic page	Yes	drpearthdataadmin	4 days 8 hours ago
The Earth Science Program	EOSDIS	Basic page	Yes	drpearthdataadmin	4 days 8 hours ago
ACSI Reports	EOSDIS	Basic page	Yes	esdis	5 days 11 hours ago
System Performance	EOSDIS	Basic page	Yes	esdis	5 days 11 hours ago
EOSDIS Project	EOSDIS	Basic page	Yes	esdis	5 days 11 hours ago
About EOSDIS	EOSDIS	Basic page	Yes	drpearthdataadmin	5 days 11 hours ago

[view all](#)

Featured Stories Outreach Events Library News

NASA Privacy Statement, Disclaimer, and Accessibility Certification
 NASA Communications Policy
 Freedom of Information Act
 USA.gov

NASA Official: Kevin Murphy
 Website Manager: TBD

[Figure 3. My Workbench Screen found at <http://earthdata.nasa.gov/admin/workbench>]

Content

This links to the same page as the “Find Content” link. Refer to 4.2.1.9 for more information about this link.

Log out

This link will log out the user from his/her current session and redirect them to the front page.

Add Content

Links to: <http://earthdata.nasa.gov/node/add>

Lists all content types that can be added into the system:

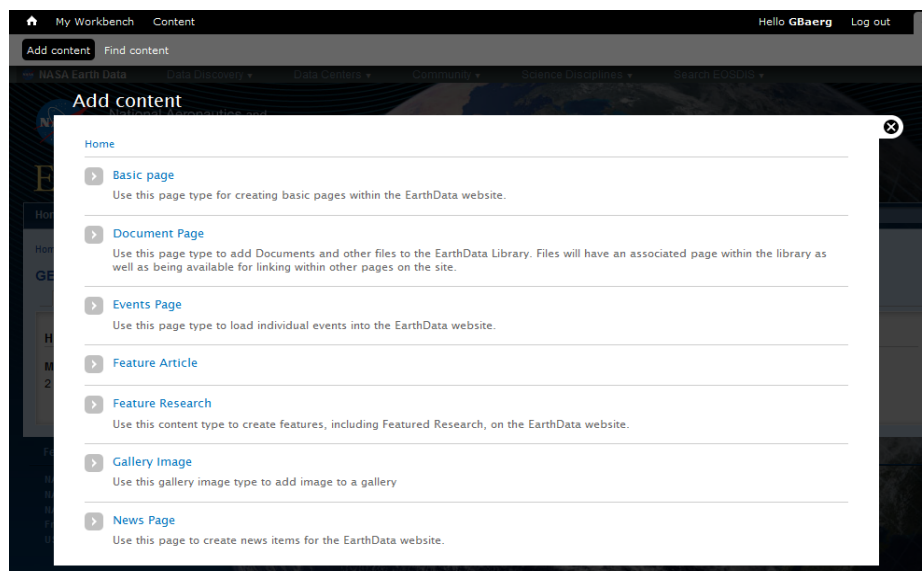
- **Basic Page:** The most commonly-used page on the site.
- **Document Page:** Tied to all documents that are uploaded to the website.
- **Events Page:** Used to enter events into the website.
- **Feature Article:** Used to publish features on the site
- **Feature Research:** Used specifically for entering Featured Research (e.g. Featured Research)
- **Gallery Image:** Used primarily to enter Gallery Images into an existing photo gallery (currently only used for CDS)
- **News Page:** Used to enter news stories into the website.

6 Managing Content

This section will detail how to add and manage content on the Earth Data website.

6.1 Adding Content

To add any type of content go to the “Find Content” link in the top menu of administration links. Then select the type of content you wish to add (see 4.2 for a description of the content types).



[Figure 4. Add Content Screen found at <http://earthdata.nasa.gov/user#overlay=node/add>]

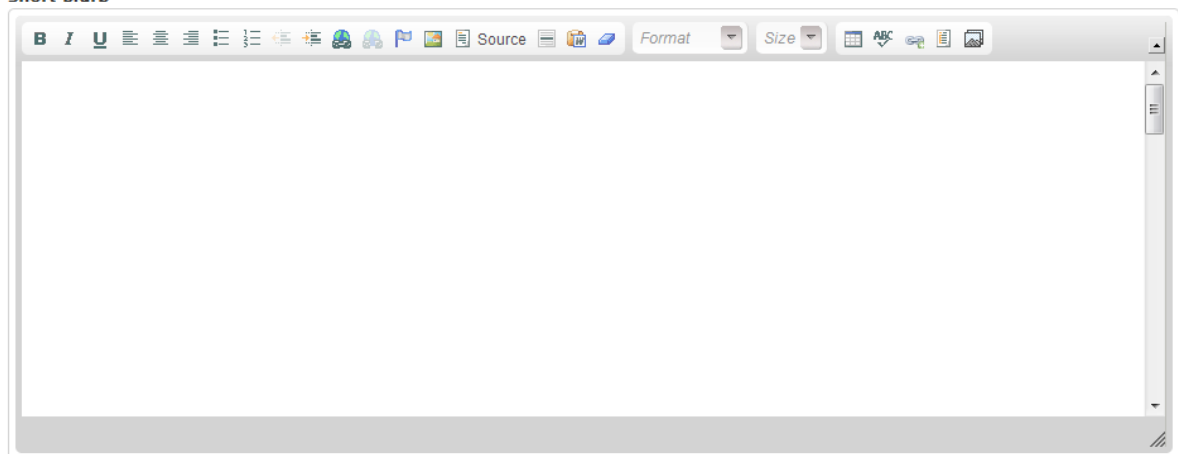
6.1.1 Adding a Basic Page

To add a basic page, select “Basic Page.”

Each input page includes the following fields. Required fields are indicated by a * in the guide and a red * on the browser screen):

- **Section (formerly called Workbench Access)*:** This field should represent the content “owner” of the content being published. It should default to the content owner/groups that is associated with the user entering the content. When using an individual login, it should show the content group(s) that the user is associated with. If there is only one group, it will default to the associated group and no other change can be made. If a user is associated with multiple groups, it will show one in the pulldown, but it can be changed to another as needed. **Note: Content can only have one section.**
- **Title*:** The title of the page should be listed here. This will display at the top of the content page.
- **Short Blurb:** The short blurb is used in areas of the site that might pull “promotional” text to promote a page. Currently, the short blurb is not utilized for basic pages. But that circumstance may change so filling out the field with the first paragraph or first one or two sentences from the page content is advised.
- **Story:** This field contains the main content that will display on the page.

Short Blurb



[Disable rich-text](#)

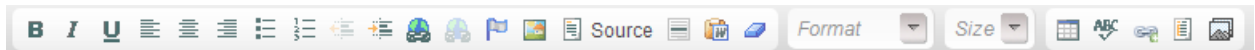
Text format Wysiwyg

[More information about text formats](#) ?

- Lines and paragraphs break automatically.
- Web page addresses and e-mail addresses turn into links automatically.
- Email addresses will be obfuscated in the page source to reduce the chances of being harvested by spammers.
- Email addresses will be obfuscated in the page source to reduce the chances of being harvested by spammers.

Content pasted in from Word or other browsers/websites will normally carry over some formatting/links that may need to be edited for consistency or accuracy.

Content typed in here will be straightforward and unmodified outside of display controlled by the site's style sheets. To modify the text, there is a menu for formatting or editing the text on top of both the “short blurb” and the “story” entry boxes:



This is called a WYSIWYG (What you see is what you get) menu. The functionality is very similar to that found in MS Office and other programs. However, in this case, WYSIWYG is not actually what you get when the final submission is made. Some final stylings on pages will be applied after saving the page and only the view seen there should be used to accurately see what the final product will look like. See 6.1.3 for a breakdown of WYIWYG functions.

- **Text Format:** Can change the content fields from a WYSIWYG format to HTML or plain text. The use of this is recommended for only users with experience editing HTML directly.
- **Promo Image:** If the page being built might be promoted elsewhere, the promo image would be used to associate an image for it. For example, if the page is used in the “At-a-Glance” section, an image should be uploaded here (images will be scaled automatically for promo size so it is not necessary to change the image size).

It is possible to select an existing image in the database as a reference image. Using the “Reference existing” link will allow you to type the name of a file into the field. It will automatically match any titles with the same name (or show a selection). Mouse to the selection that is your choice and select it if using this function.

- **External URL:** Should the page need to simply redirect to a new page, the URL should be put in here. Use the full url (including http://)
- **Content Owner:** Usually the same as Section. But in some cases the content owner can be different than the person entering the content.

There is a section at the bottom of the page that includes a number of additional settings/options that are expanded by clicking on the left set of links. They include the following options:

- **Tags:** Key terms associated with the page. Multiple tags should be separated by commas. If you begin typing a tag that has been entered before, the system will attempt to show matches (similar to the functions shown above). This is helpful to avoid multiple spellings/etc. for common words.

There is an additional “Keyword Set” for specific Data Centers to help associate content to relevant Data Centers without having to include them as a tag,

The screenshot displays a web interface for configuring page settings. On the left, a sidebar contains four menu items: 'Menu settings' (with subtext 'Not in menu'), 'Revision information' (with subtext 'New revision'), 'URL path settings' (with subtext 'Automatic alias'), and 'Context'. The main content area on the right is titled 'Tags' and features a text input field with a circular icon on the right. Below this, a 'Data Center' dropdown menu is shown, listing options: '- None -', 'ASF', 'CDDIS', and 'GES DISC'.

- **Menu Settings:** Used to help select the page's placement in the site map (and navigation).

Tags	<input checked="" type="checkbox"/> Provide a menu link
Menu settings Sample Title	Menu link title <input type="text" value="Sample Title"/>
Revision information New revision	Description <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
URL path settings Automatic alias	Shown when hovering over the menu link.
Context	Parent item <input type="text" value=" <Main menu>"/>
	Weight <input type="text" value="0"/>
	Menu links with smaller weights are displayed before links with larger weights.

By checking the Menu link selection you will have some options about how to represent your page in the menu. The Menu link title is how the page will show up on any navigation (top or right side of the page).

Description can be used to show text that can appear when a mouse hovers over the link.

Parent Item determines where in the navigation (and site map) the page should reside. By selecting the pulldown, you will see a choice of all the pages in the site map and where exactly to place the document (as a “child” of an appropriate page). **Note:** It is imperative that you select a location after choosing Parent Item – otherwise your page may be placed at the top level of the site.

Content Owner

☐

Tags

Menu settings
 Sample Title

Revision information
 New revision

URL path settings
 Automatic alias

Context

Weight

Menu links with smaller weights are displayed before links with larger weights.

After the selection, you can adjust the Weight of the menu item to “order” it among other items. Multiple items with the same Weight will display in alphabetical order.

Note: Pages do not need to be placed within the menu if there is a reason, but normally it does help set the URL structure and is recommended.

- **Revision Information:** This field allows users to make notes about the version of the page that is being created (or edited).
- **URL Path Settings:** The default selection of “Automatic Alias” should not be changed unless advised by the CW team.
- **Context:** Used to select a right rail for the page (and to ensure it is the correct one). The default right rail is a generic site rail. Sample right rails exist for all content owners depending on their needs.

The screenshot shows a web editing interface with a sidebar on the left and a main content area on the right. The sidebar contains several sections: 'Tags', 'Menu settings' (with 'Sample Title' below it), 'Revision information' (with 'New revision' below it), 'URL path settings' (with 'Automatic alias' below it), and 'Context'. The 'Context' section is currently selected, and a dropdown menu is open, displaying a list of options. The options are: 'Basic Page Sidebar' (which is highlighted in blue), 'Default', 'ACCESS Right Rail', 'Community Right Rail', 'DAAC Alliance Right Rail', 'Data Center Right Rail', 'ECHO Right Rail', 'EMS Right Rail', 'ESDIS Right Rail', 'ESDSWG Right Rail', 'MEaSUREs Right Rail', 'Outreach Galleries Right Rail', 'Outreach Products Right Rail', 'Outreach Right Rail', 'Outreach Tutorials Right Rail', 'Outreach URLs Right Rail', 'REASoN Right Rail', and 'User Resources Main Rail'. Below the sidebar, there are two buttons: 'Save' and 'Preview'. The main content area on the right is partially visible, showing some text and a dark header area.

Once Context is chosen, the user will have an option of selecting a right rail. The default selection is “Basic Page Sidebar” – a fall-back EODIS promotional right rail.

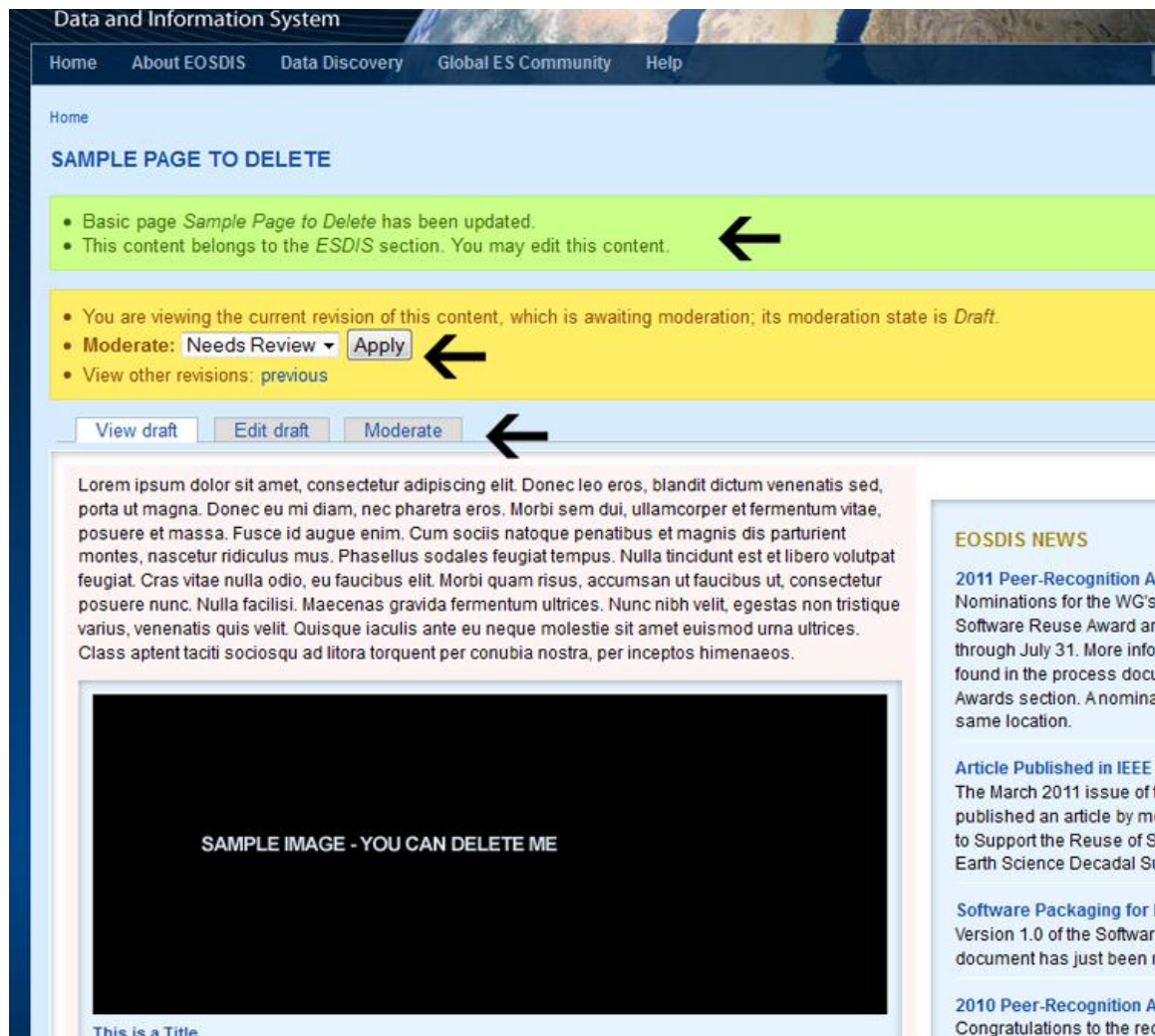
Normally content groups would aim to have personalized right rails for their section (see the Editing Blocks section).

If the page should not have a right rail (based on width of the page content, for example) then “Default” should be chosen.

6.1.2 Saving vs. Previewing the Page

After all the content has been entered a user can either choose to Save or Preview a page. The Preview option will show a sample of the page with all content fields repeated (in case editing is needed). However, it will be necessary to still save the page to go to the next step (of publishing a page).

Clicking Save will take the user to the “View Draft” version of the page that was just created (or edited).

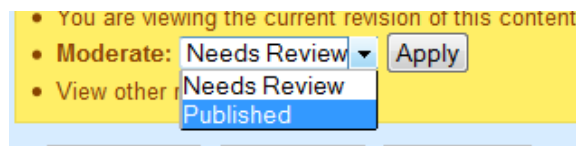


The top of the page will include basic information about the page that has been created.

Below that, the status of the page will be indicated. The Moderate function will be used by Content Owners to approve/publish content.

The set of tabs allow the user to edit the draft if the preview of the page uncovers any issues. Moderate will be used by Content Owners and allow previous versions of the page to be accessed as needed (or to revert the existing version to a previous one).

NOTE: The page will not be live until "Published" is chosen and applied.



6.1.3 WYSIWYG Menu Descriptions

This section explains the different buttons that are part of the default WYSIWYG menu.

Formatting Text

bold, *italicize*, underline



Align text: left, center, right



List: bullet list, numbered list



Indent: decrease indent, increase indent



To use any of the above features simply highlight text in content field then select the button of the formatting option desired.

Links: Basic Link, Unlink, add Anchor tag



The basic link should be used for external links or anchor links within the page. To create an external link, highlight the text and choose the External Link Icon **Note:** Internal Links within the Earth Data website should be handled differently and are explained further down in this section.

The unlink function can be used on any hotlink to remove the link function. Just highlight the link and select.

Anchor tags are used to set a point in the document where you might want to “jump” to. They will be used in conjunction with the Basic Link.

Image Details: Modify image details including adding a caption



Details of how to use this icon will be explained later in this section.

View Source:

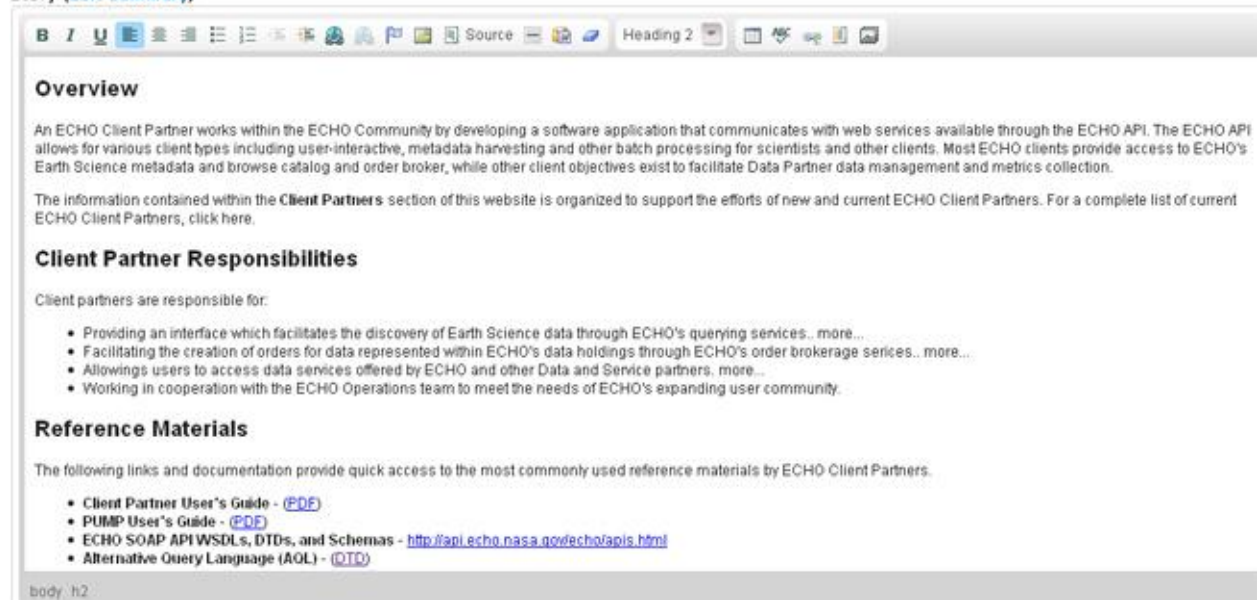


Clicking on the Source icon will shift the view of the Story (or Short Blurb) from the WYSIWYG display to a plain text format stripped of all formatting. This option is only recommended for those who are familiar with html programming.

Compare the two views below.

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Story (Edit summary)



Overview

An ECHO Client Partner works within the ECHO Community by developing a software application that communicates with web services available through the ECHO API. The ECHO API allows for various client types including user-interactive, metadata harvesting and other batch processing for scientists and other clients. Most ECHO clients provide access to ECHO's Earth Science metadata and browse catalog and order broker, while other client objectives exist to facilitate Data Partner data management and metrics collection.

The information contained within the **Client Partners** section of this website is organized to support the efforts of new and current ECHO Client Partners. For a complete list of current ECHO Client Partners, click here.

Client Partner Responsibilities

Client partners are responsible for:

- Providing an interface which facilitates the discovery of Earth Science data through ECHO's querying services.. more...
- Facilitating the creation of orders for data represented within ECHO's data holdings through ECHO's order brokerage services.. more...
- Allowing users to access data services offered by ECHO and other Data and Service partners. more...
- Working in cooperation with the ECHO Operations team to meet the needs of ECHO's expanding user community.

Reference Materials

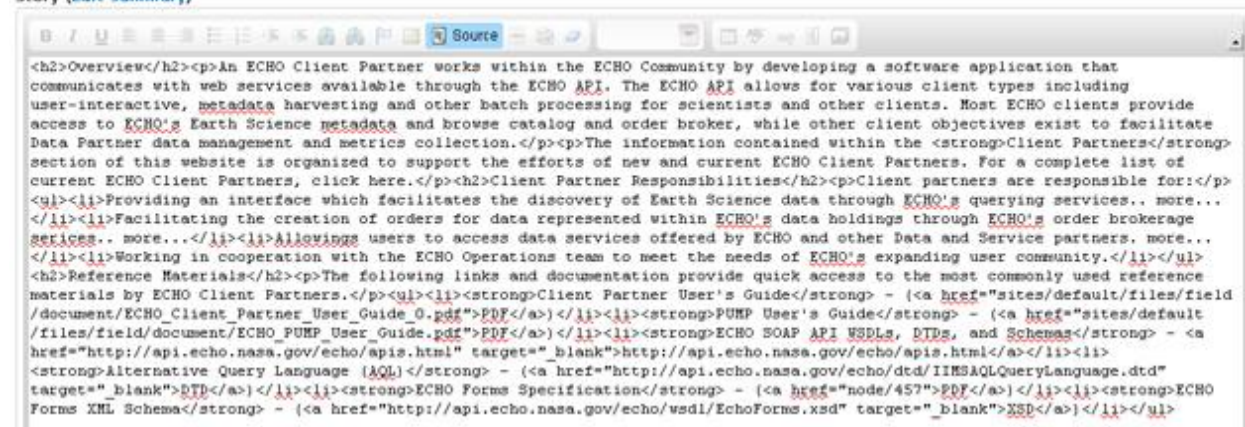
The following links and documentation provide quick access to the most commonly used reference materials by ECHO Client Partners.

- Client Partner User's Guide - [PDF](#)
- PUMP User's Guide - [PDF](#)
- ECHO SOAP API WSDLs, DTDs, and Schemas - <http://api.echo.nasa.gov/echo/apis.html>
- Alternative Query Language (AQL) - [DTD](#)

body: h2

[WYSIWYG view]

Story (Edit summary)



```
<h2>Overview</h2><p>An ECHO Client Partner works within the ECHO Community by developing a software application that communicates with web services available through the ECHO API. The ECHO API allows for various client types including user-interactive, metadata harvesting and other batch processing for scientists and other clients. Most ECHO clients provide access to ECHO's Earth Science metadata and browse catalog and order broker, while other client objectives exist to facilitate Data Partner data management and metrics collection.</p><p>The information contained within the <strong>Client Partners</strong> section of this website is organized to support the efforts of new and current ECHO Client Partners. For a complete list of current ECHO Client Partners, click here.</p><h2>Client Partner Responsibilities</h2><p>Client partners are responsible for:</p><ul><li><i>Providing an interface which facilitates the discovery of Earth Science data through ECHO's querying services.. more...</i></li><li><i>Facilitating the creation of orders for data represented within ECHO's data holdings through ECHO's order brokerage services.. more...</i></li><li><i>Allowings users to access data services offered by ECHO and other Data and Service partners. more...</i></li><li><i>Working in cooperation with the ECHO Operations team to meet the needs of ECHO's expanding user community.</i></li></ul><h2>Reference Materials</h2><p>The following links and documentation provide quick access to the most commonly used reference materials by ECHO Client Partners.</p><ul><li><strong>Client Partner User's Guide</strong> - {<a href="sites/default/files/field/document/ECHO_Client_Partner_User_Guide_0.pdf">PDF</a></li><li><strong>PUMP User's Guide</strong> - {<a href="sites/default/files/field/document/ECHO_PUMP_User_Guide.pdf">PDF</a></li><li><strong>ECHO SOAP API WSDLs, DTDs, and Schemas</strong> - {<a href="http://api.echo.nasa.gov/echo/apis.html" target="_blank">http://api.echo.nasa.gov/echo/apis.html</li><li><strong>Alternative Query Language {AQL}</strong> - {<a href="http://api.echo.nasa.gov/echo/dtd/IIRS&LQueryLanguage.dtd" target="_blank">DTD</a></li><li><strong>ECHO Forms Specification</strong> - {<a href="node/457">PDF</a></li><li><strong>ECHO Forms XML Schema</strong> - {<a href="http://api.echo.nasa.gov/echo/wsd/EchoForms.xsd" target="_blank">XSD</a></li></ul>
```

[Source view]

Insert Horizontal Line



Using this icon will drop a line in the content. Usually it is used to show a significant break in between two parts of the page. This essentially is a `<hr>` tag for those familiar with html coding.

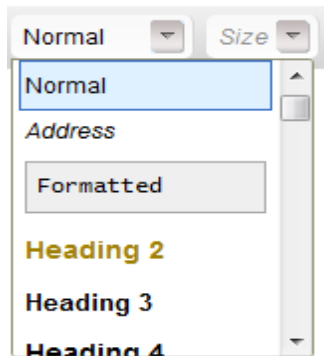
Formatting: Paste from Word; Remove Format



The WYSIWYG menu that is being used in our version of Drupal should carry over most formatting from its source (including Word or browsers). The Paste from Word button can be used as an alternative.

The Remove Format button is utilized when it is necessary to remove formatting from content that has been pasted into the CMS. Content should be highlighted then the button pressed.

Formatting: Paragraph Format (and Format dropdown selection)



Similar to Word, the Paragraph Format can be used to style parts of the page.

- Normal: This is what is used for normal paragraph text
- Heading 2: This is used for major headers (including content title) within the content page. The color will change to gold.
- Heading 3 – A bolded black header that is 1 px (pixel) smaller than H2.
- Heading 4 (and others) are not currently defined and their use is not recommended at this time in case a future use is needed.

Size: 

Allows a user to select a different font size for a section of text. Text will normally default to sizes based on the stylesheet for a page.

Table: 

Used to create simple tables. Most tables should be created using the “Template” button. The functionality of these buttons is explained in more detail later in this document (section 6.1.7).

Check Spelling: 

Clicking on this icon will check spelling in the content field.

Internal Links: linkit 

The linkit button should be used when creating internal links (i.e. links that go to other pages on the EarthData website). This includes links to downloads/documents. The way links are created will allow links to remain accurate even if pages are moved in the menu.

The functionality of this button is explained in more detail later in this document.

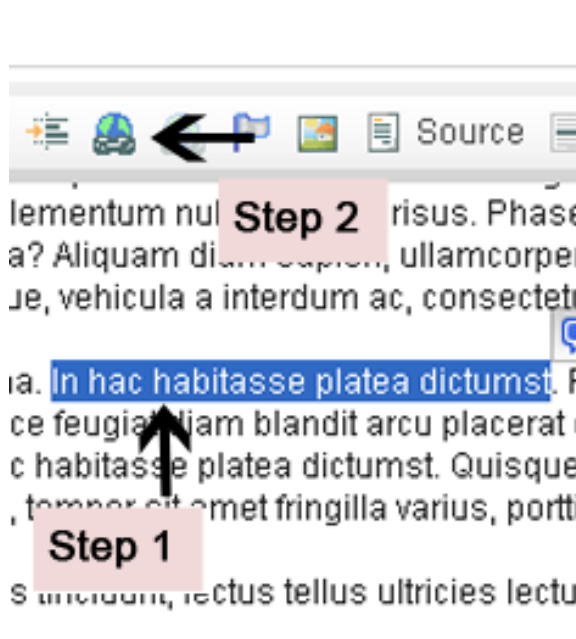
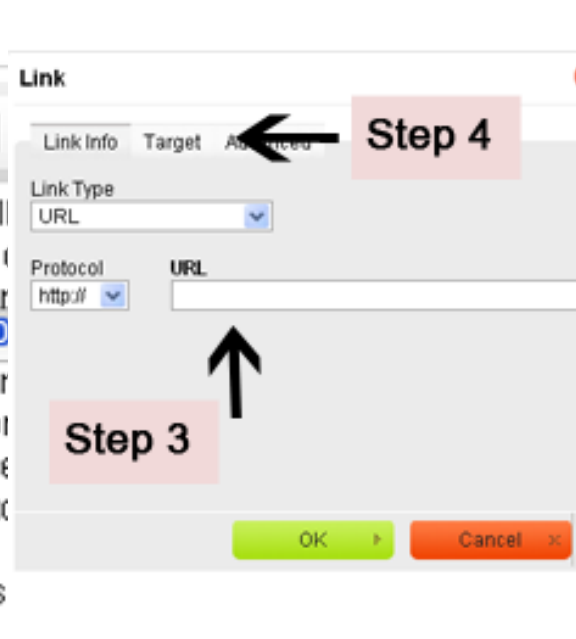
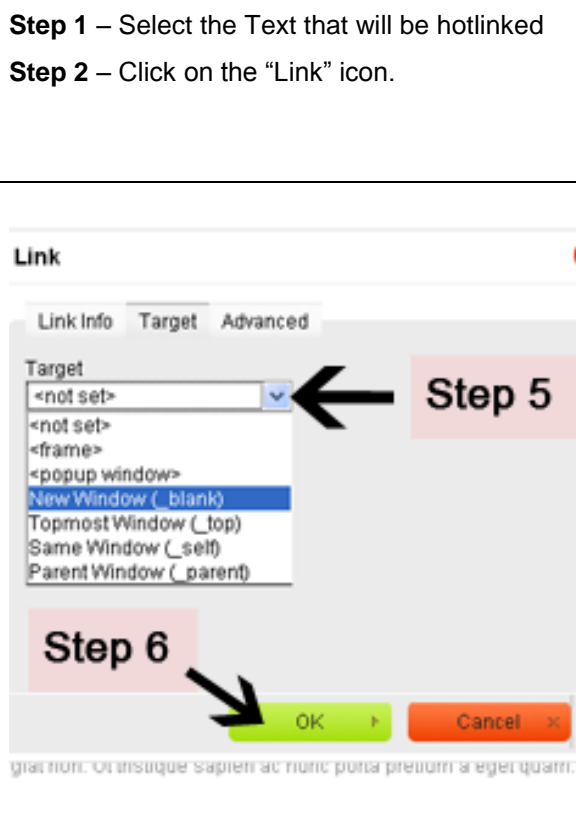
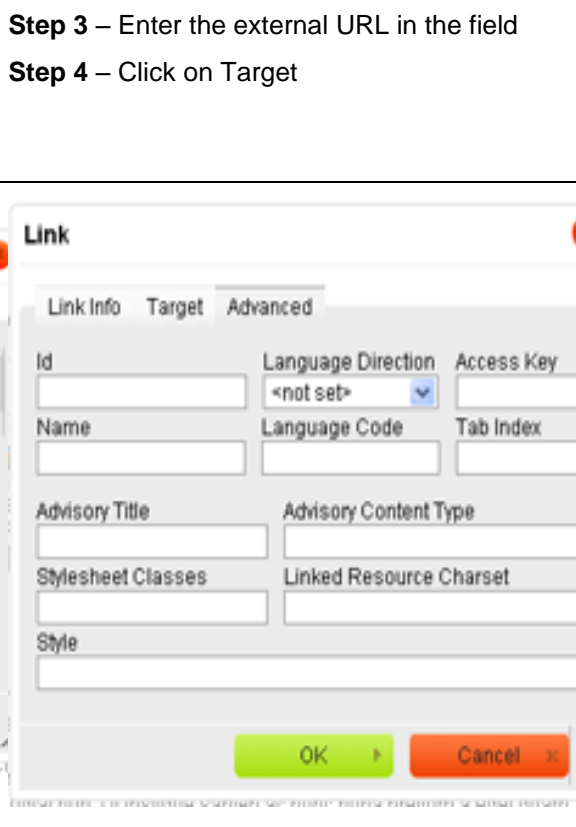
Templates: 

The Template option is used to create basic and complex tables and other unique content. See section 6.1.7 for more about using this function.

Media: Add Media 

This is used to insert images into a story. However, it is used in conjunction with the Image button (listed earlier in this section). The functionality of this button is explained in more detail later in this document.

6.1.4 Creating Basic External Links

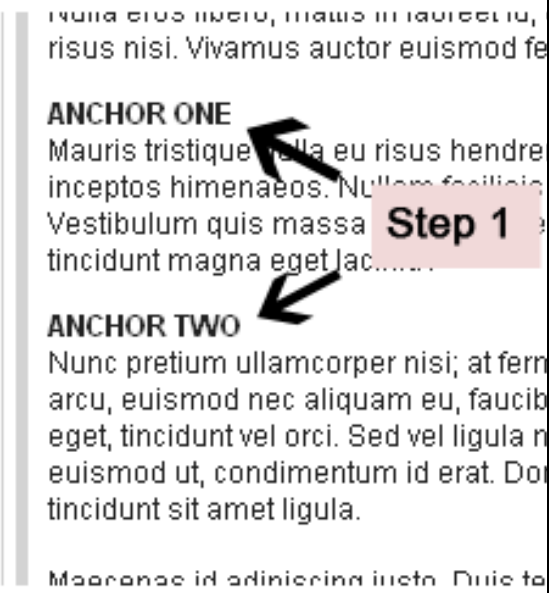
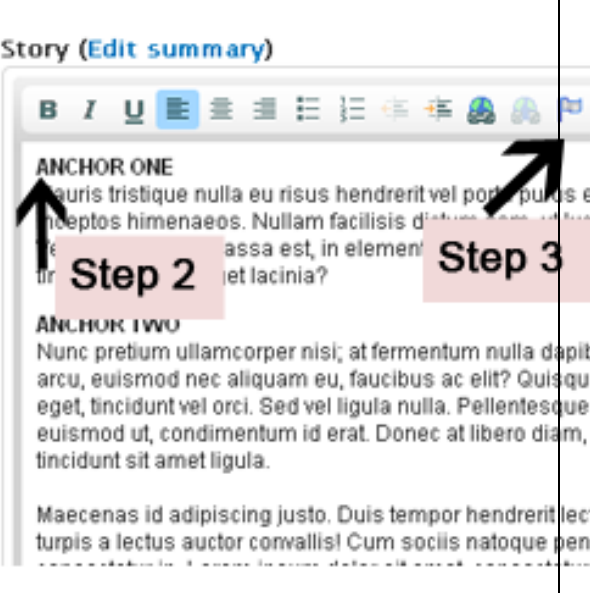
 <p>Step 1 – Select the Text that will be hotlinked</p> <p>Step 2 – Click on the “Link” icon.</p>	 <p>Step 3 – Enter the external URL in the field</p> <p>Step 4 – Click on Target</p>
 <p>Step 5 – Choose a target for the link. The standard for external links should be “New</p> <p>Step 6</p>	 <p>Advanced Options</p>



Window"	These options are not recommended at this time though future adjustments to the site may utilize these links.
Step 6 – Click OK to submit and to complete the linking process.	

6.1.5 Creating Anchor Links

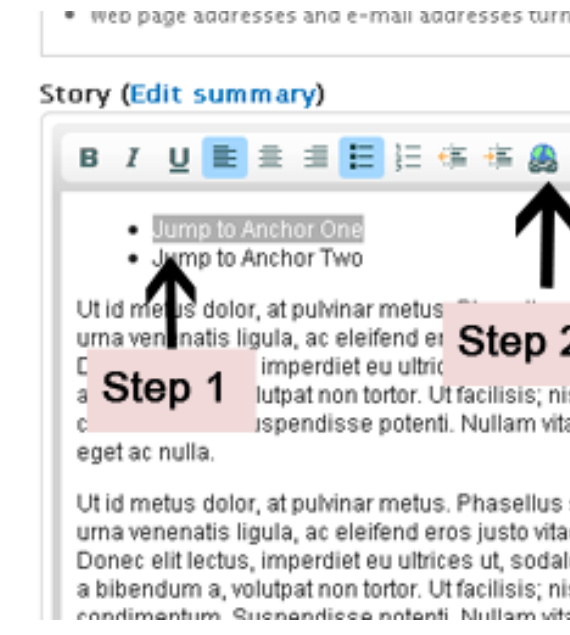

Before utilizing anchor tags/links, the user should have a clear idea of what relationships are needed. Then the set-up of the links will be a quick two-part process.

Part One: Setting the Anchors

 <p>ANCHOR ONE Mauris tristique nulla eu risus hendrerit inceptos himenaeos. Nullam facilisis d Vestibulum quis massa tincidunt magna eget lac</p> <p>ANCHOR TWO Nunc pretium ullamcorper nisi; at fermentum nulla dapit arcu, euismod nec aliquam eu, faucibus eget, tincidunt vel orci. Sed vel ligula nunc euismod ut, condimentum id erat. Donec tincidunt sit amet ligula.</p> <p>Maecenas id adipiscing justo. Duis temp</p>	 <p>Story (Edit summary)</p> <p>ANCHOR ONE Mauris tristique nulla eu risus hendrerit vel portipulus e nceptos himenaeos. Nullam facilisis d assa est, in element et lacinia?</p> <p>ANCHOR TWO Nunc pretium ullamcorper nisi; at fermentum nulla dapit arcu, euismod nec aliquam eu, faucibus ac elit? Quisque eget, tincidunt vel orci. Sed vel ligula nulla. Pellentesque euismod ut, condimentum id erat. Donec at libero diam, tincidunt sit amet ligula.</p> <p>Maecenas id adipiscing justo. Duis tempor hendrerit lecturpis a lectus auctor convallis! Cum sociis natoque pen</p>
<p>Step 1 – Identify needed Anchors in the page.</p>	<p>Step 2 – Place your cursor before the desired Anchor text. Do not highlight the text or it will be deleted.</p> <p>Step 3 – Click on the Anchor Icon</p>

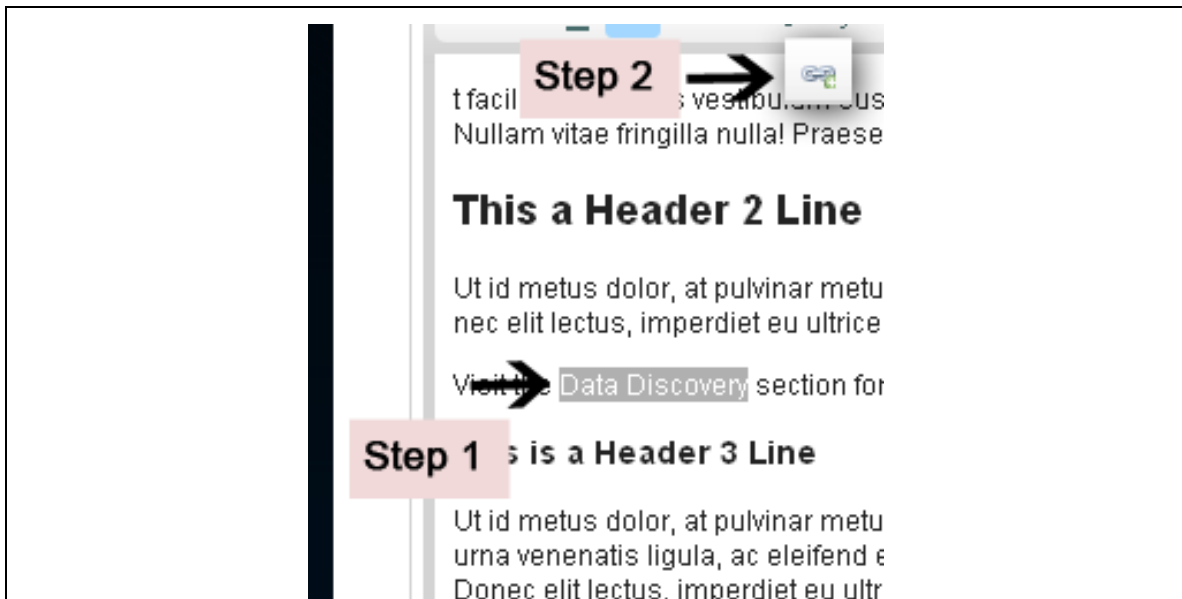
	
<p>Step 4 – Put in a name for the anchor. Single, unique words are recommended. Using the same word for multiple anchors on the same page will cause issues with navigation.</p> <p>Step 5 – Click on OK to commit the anchor link</p>	<p>The Anchor link will be created and is represented in the text by a small icon of an anchor.</p> <p>Repeat any other anchors needed.</p>

Part Two: Setting the Anchor Links

	
<p>Step 1 – Find the text that should link to the first anchor text and highlight</p>	<p>Step 3 – Select “Link to anchor in the text” in the Link Type pulldown</p>

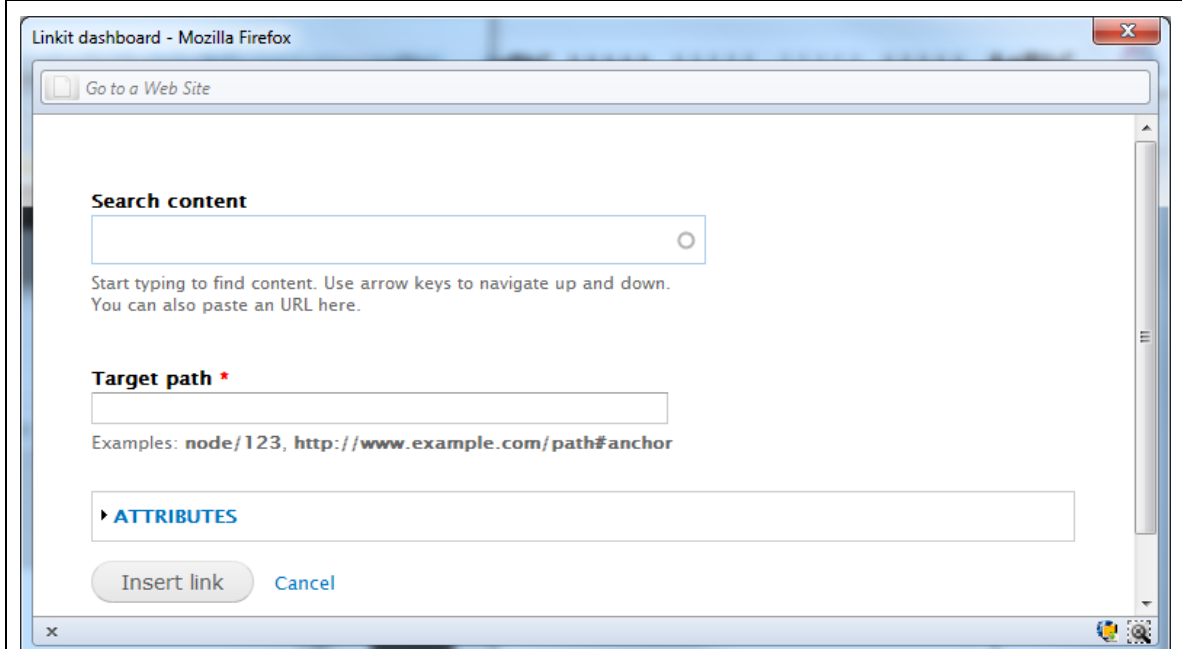
<p>Step 2 – Select the Link icon.</p>	<p>Step 4- By selecting “Link to anchor in the text” the options will change to show “Select an Anchor.” The system will recognize all anchors that exist in the page and list them. Select the desired anchor.</p> <p>Step 5- Select OK to commit the link</p>
---------------------------------------	---

6.1.6 Creating Internal Links

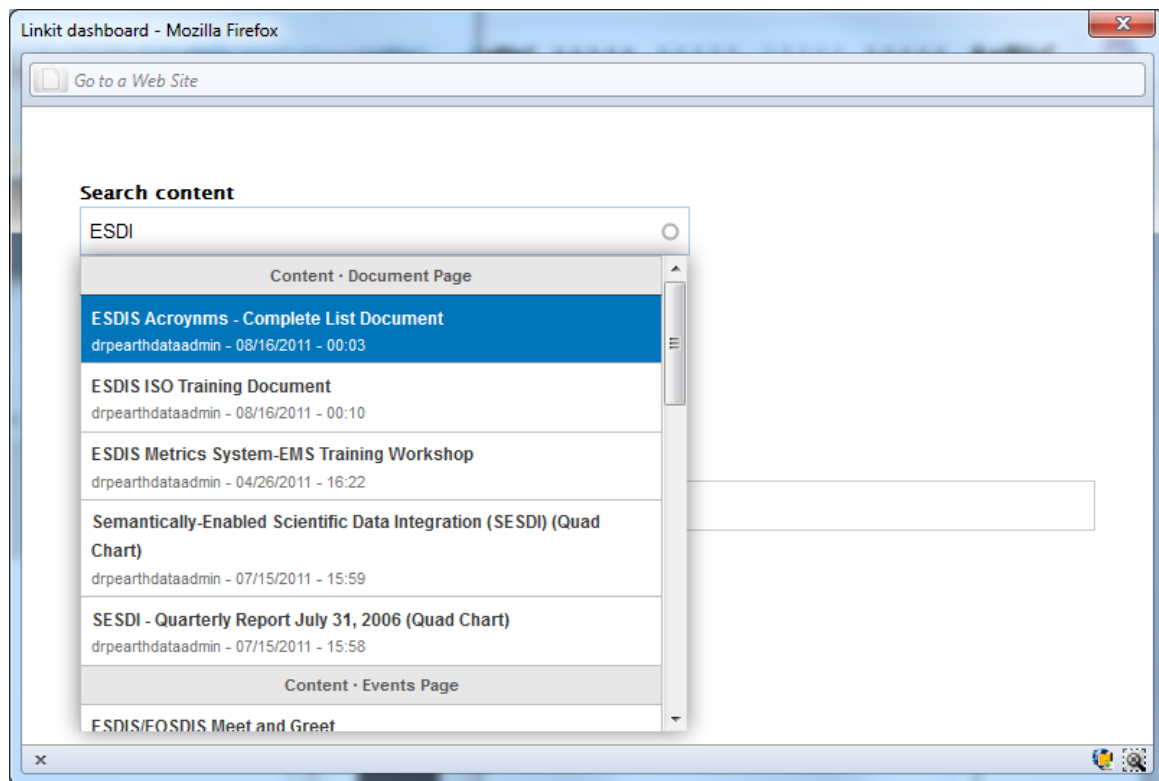


Step 1 – Select the text you want to link

Step 2 – click on the “linkit” button

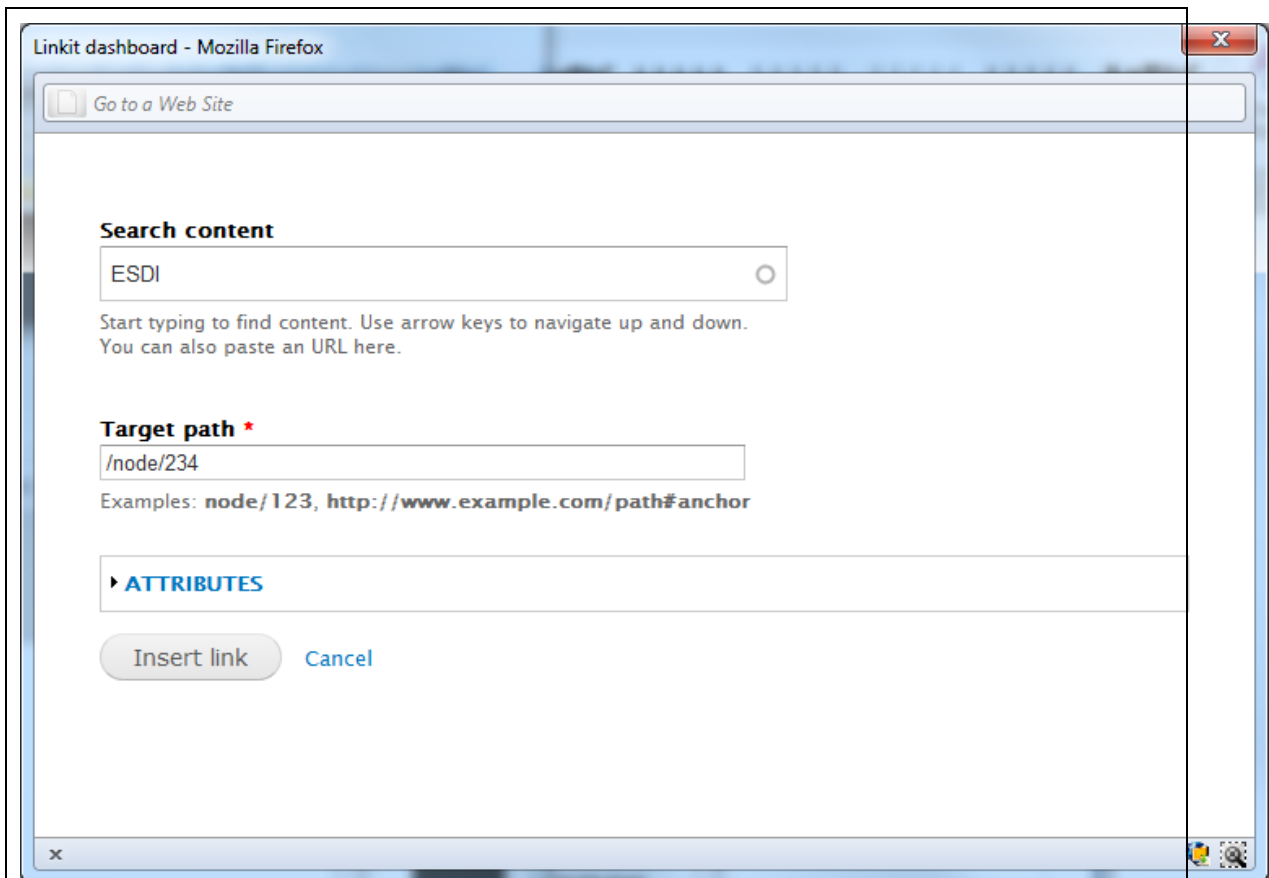


Step 3 - The linkit dashboard window will open. To link to a page, simply start typing the page title into the "Search Content" box. It will match the title against existing content (pages/documents/files) and show solutions in a pulldown.



For example, typing ESDI will bring up a number of matches based on those four letters. The content is shown in pulldown with content types broken out by type (Document Page/ Event Page/ etc.). Files choices include documents and images.

Once a choice is made, the target path will automatically be filled out. The path will be shown using the base URL of the path (so using node/id# vs. a fully qualified URL). The end result will be the same.



Once a link is selected (regardless of type) the pulldown should disappear and you can click on "Insert link" to complete the process.

Note: the name of the page will not be displayed after selected – just the path.

6.1.7 Inserting Tables

The instructions for how to insert a table are based on the type of table desired. However, these tables are all created using the Templates button.

The following tables (representing the style of the Earth Data website) are available:

Column One	Column Two	Column Three	Column Four
This is the content of column one.	This is the content of column two.	This is the content of column three.	This is the content of column four.

Name: Blue Background Yellow Header Table with Blue Border

As demonstrated in the sample above, this table has a yellow header with columns of alternating colors. The default implementation will have four columns (though it can be changed).

Column One	Column Two	Column Three	Column Four
This is the content of column one.	This is the content of column two.	This is the content of column three.	This is the content of column four.

Name: Blue Background Light Blue Header Table

As demonstrated in the sample above, this table has a header with a very light blue background and columns with a blue background. The default implementation will have four columns (though it can be changed).

This is a title for the table			
Column One	Column Two	Column Three	Column Four
This is the content of column one.	This is the content of column two.	This is the content of column three.	This is the content of column four.

Name: Blue Background Yellow Header Table with Blue Border and Title

As demonstrated in the sample above, this table has a title against a blue background, along with a yellow header with columns of alternating colors. The default implementation will have four columns (though it can be changed).

This is a title for the table			
This is the content of column one.	This is the content of column two.	This is the content of column three.	This is the content of column four.
This is the content of column one.	This is the content of column two.	This is the content of column three.	This is the content of column four.

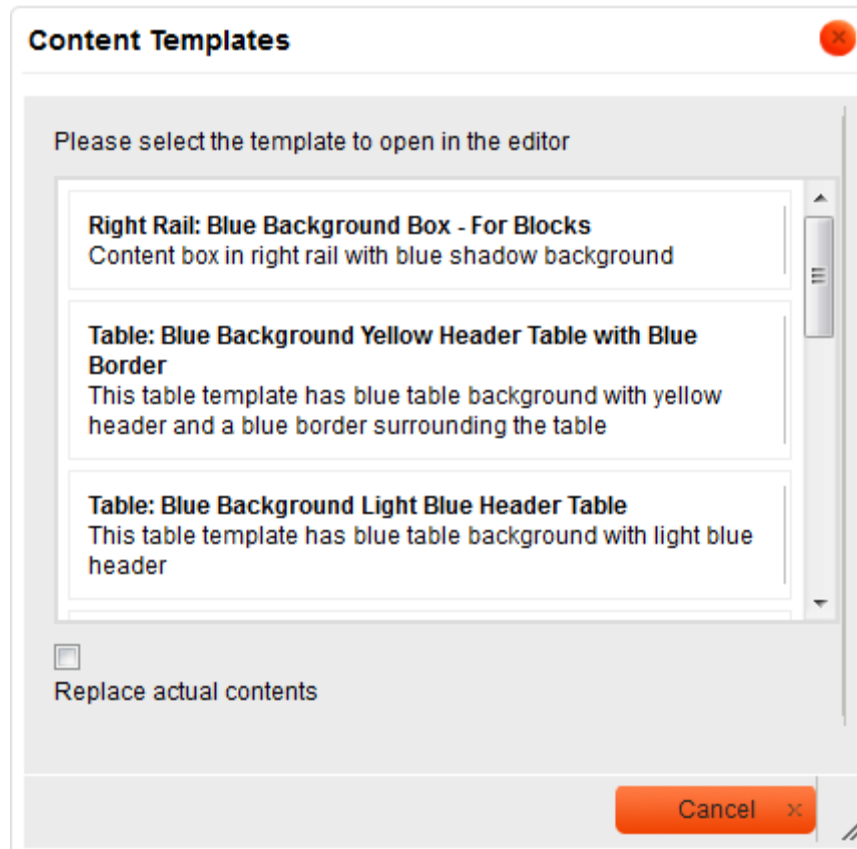
Name: Blue Background No Header Table with Blue Border and Title

As demonstrated in the sample above, this table has a title against a blue background, along with a header with a very light blue background and columns with a blue background. The default implementation will have four columns (though it can be changed).

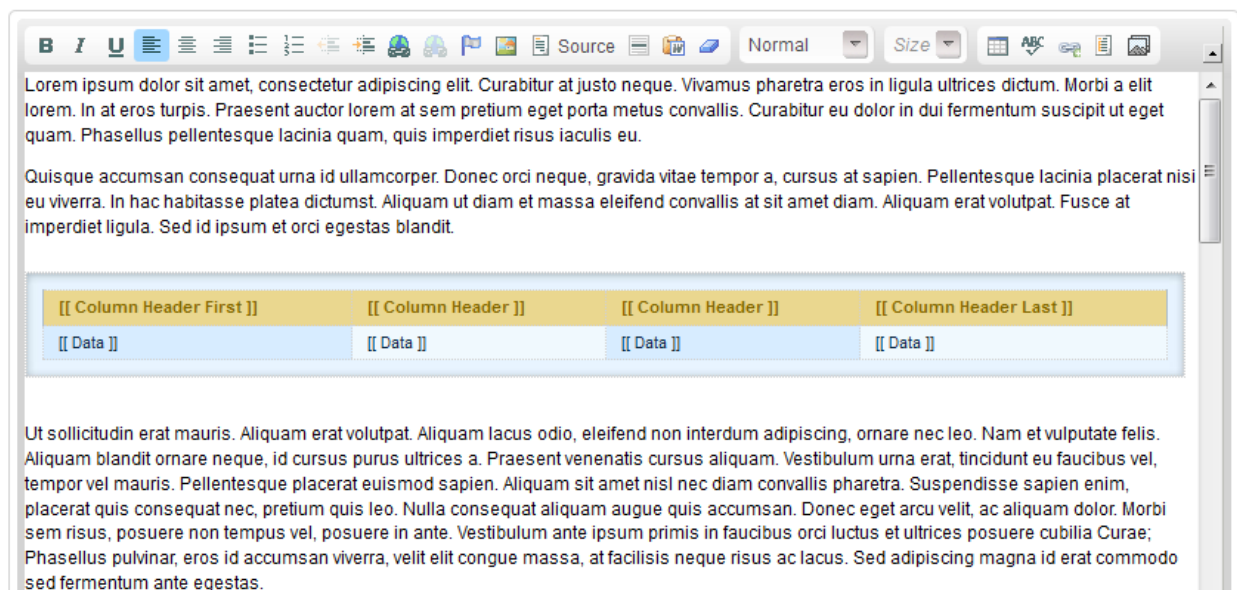
Each of the table examples above can be created using the Templates button from the WYSIWYG interface



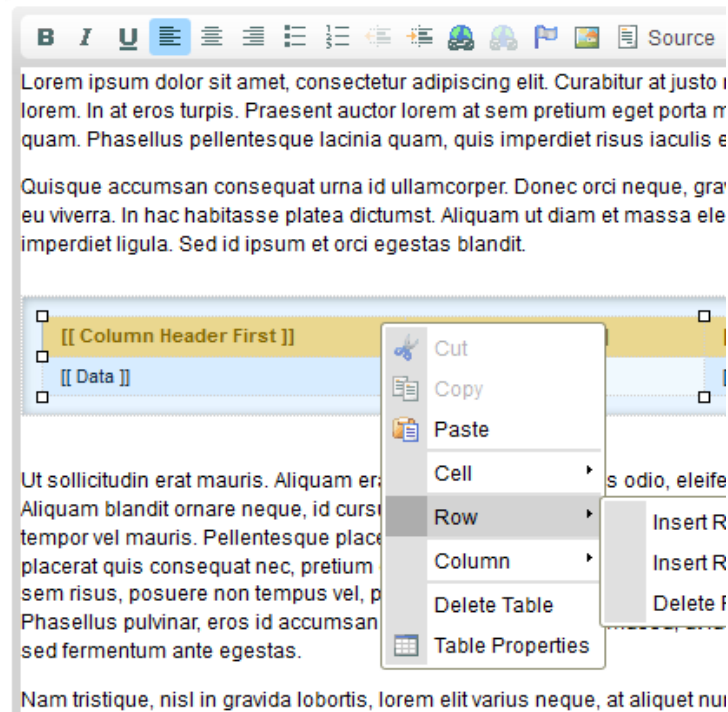
To start, place your mouse within the text area you want to place a table. Then click on the Templates button from the WYSIWYG interface.



Use the scroll bar to select the template of your choice. It will insert an empty table into the text.



The table is directly editable as far as text. If it is necessary to change any of the other values of the table (such as number of rows or columns) select the table and right click to bring up options for the table.

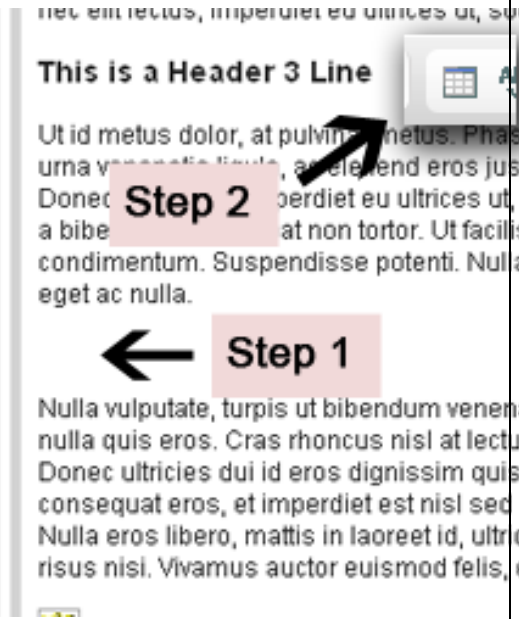


Using the Cell, Row and Column options, you can add or delete rows and columns (and even merge or split cells).

Using Basic Tables

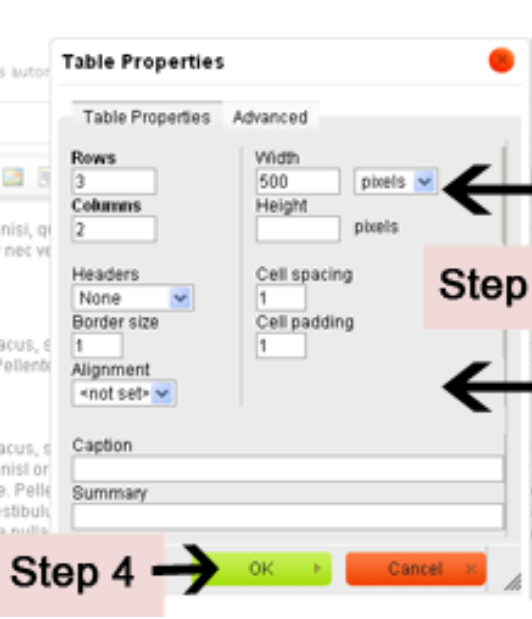
Using the “Table” button from the WYSIWYG interface will also provide basic table functionality but it will lack preferred Earth Data styling.

Following are the instructions to use the Table button.



Step 1 ←

Step 2 →



Step 3 →

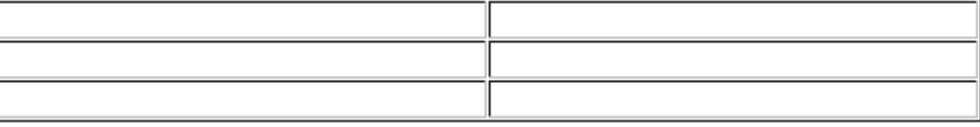
Step 4 →

Step 1 – Place your cursor where you want to insert a table.

Step 2 – Select the Table button from the WYSIWYG menu, which will open a table menu.

Step 3 – Fill out the values to reflect the table needs – main values to include are the number of rows and columns, along with width.

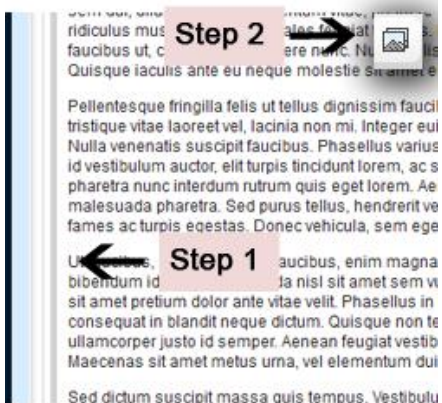
Step 4 – Click OK to create the table.



Nulla vulputate, turpis ut bibendum venenatis, sapien diam posuere sem, eu auctor est sapien eu lec nulla quis eros. Cras rhoncus nisl at lectus convallis fermentum. Morbi elit nulla, convallis eget interd Donec ultricies dui id eros dignissim quis rutrum nisl ultrices. In hac habitasse platea dictumst. Susp

The table will show up in the content area and be directly editable. NOTE: The basic formatting in the menu will not be the same as the final styling on the website.

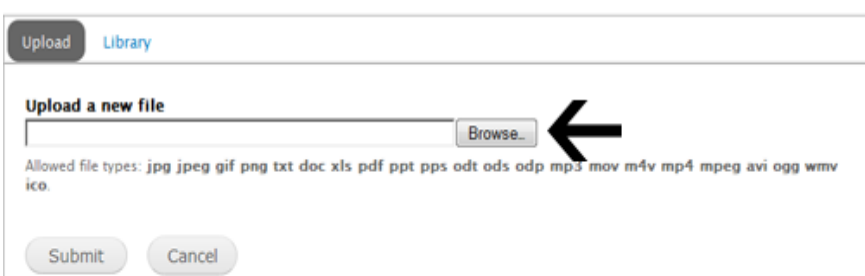
6.1.8 Adding Images



The screenshot shows a text editor interface. A vertical blue bar is on the left. The text area contains placeholder text. A red box labeled 'Step 1' with a left-pointing arrow indicates the cursor position at the start of a paragraph. Another red box labeled 'Step 2' with a right-pointing arrow indicates the 'Add Media' button in the top right corner of the editor.

Step 1 – Place your cursor where you want the image to be inserted.

Step 2 – Click on the Add Media button in the WYSIWYG menu.



The screenshot shows a dialog box titled 'Upload a new file'. It has a 'Browse...' button with a left-pointing arrow. Below the button, it lists allowed file types: jpg, jpeg, gif, png, txt, doc, xls, pdf, ppt, pps, odt, ods, odp, mp3, mov, m4v, mp4, mpeg, avi, ogg, wmv, ico. At the bottom are 'Submit' and 'Cancel' buttons.

Step 3 – Use the Browse function to find the file on your computer you'd like to upload to the website. Note that there are multiple file formats listed. Media can handle multiple file types but for purposes of this example we're only discussing images files (.jpg preferred, but many others available)

Max width image for pages with a right rail: 550px


Max width for images for pages w/o a right rail: 900 px

The Library feature can be used if you are trying to access a previously uploaded file. However, due to the difficulty to search for older images, it is not recommended to use at this time.

Embedding *sample_delete.jpg*



OPTIONS

Current format is Large 

- Link
- Preview
- Large**
- Original

Description

sample_delete.jpg

Alternate text a user will see if the image is not available

Submit Cancel

Step 4 - After uploading a file you will be given a thumbnail of your image and a choice as to how to embed it into the site.

Using the “Current format is” selection you can choose from the following:

- **Link:** Simply displays the image as a link (a small icon that links straight to the image)
- **Preview:** Crops photo to 180x180
- **Large:** Reduced width to 480px wide (and scale appropriate height)
- **Original:** The size uploaded

Future options may be added based on defaults determined to be needed for specific templates/etc.

Once done, clicking submit will insert the image into the story. Additional editing will be necessary.

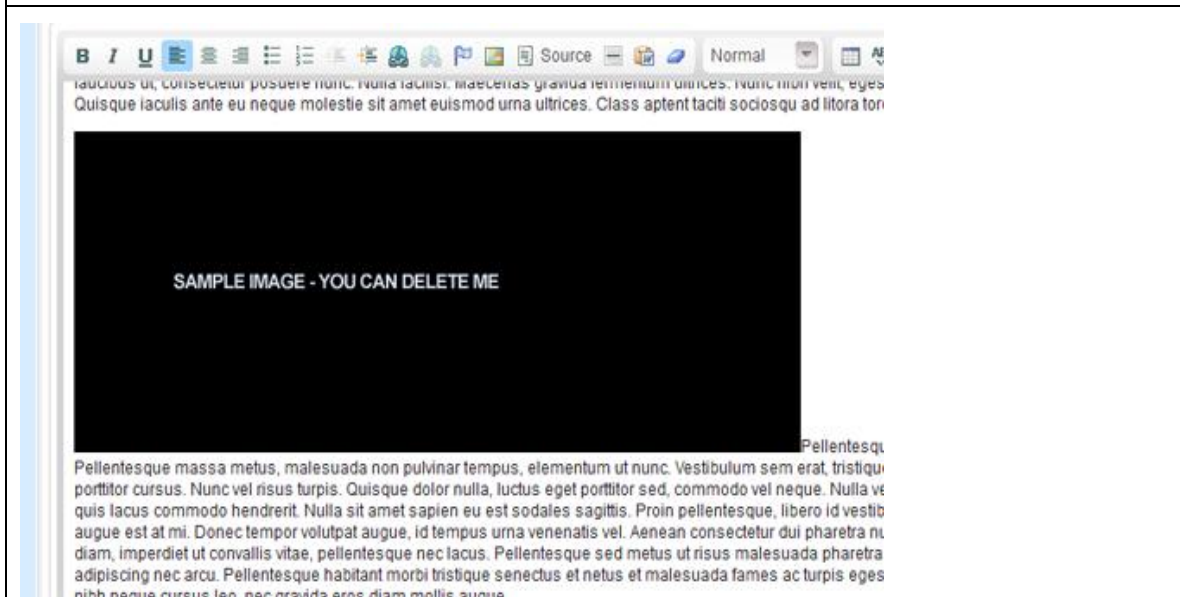
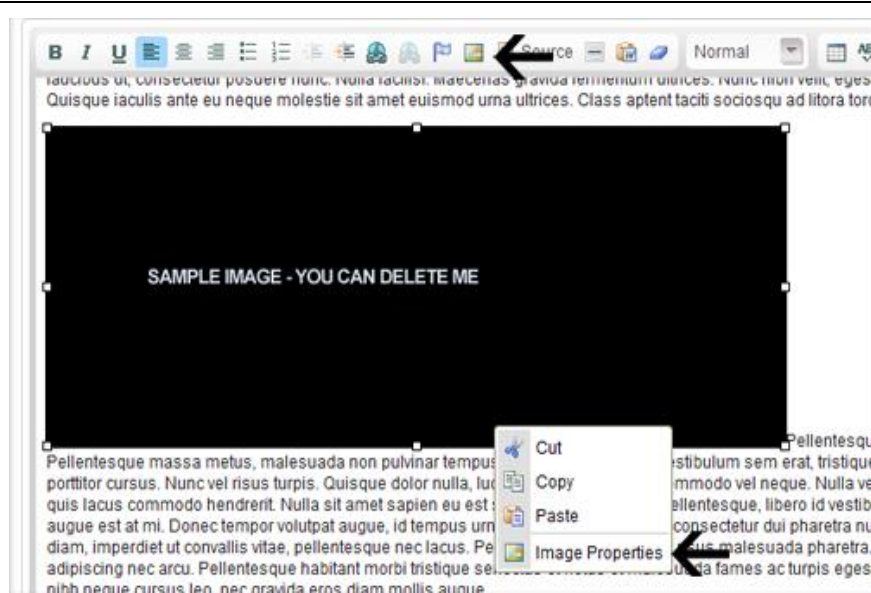
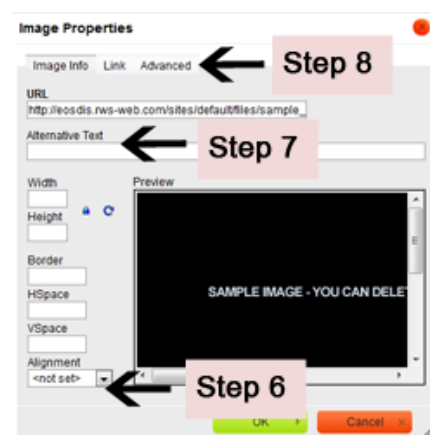


Image is placed with no real styling (though some styling is applied that is not visible in the WYSIWYG content area).

To adjust alignment, add alt. text (a 508 standards requirement) and a caption further editing is necessary.



Step 5 – The menu to adjust the image properties can be accessed one of two ways. Via the Image button in the WYSIWYG menu or by right clicking on the image and selecting “Image Properties”



Step 6 – In the window, you can set the image alignment:

- **<not set>**: The default setting. This means the image will be centered.
- **Left**: Left-aligned. Text will wrap around the right if needed.
- **Right**: Right-aligned. Text will wrap around the left if needed.

Step 7 – Provide Alt text (descriptive text) about the image. Used to satisfy 508 compliance.



Clicking on the Link tab will bring you to these options:

Step 9 – If you wish to link the image, the URL and target could be filled out here.

Step 10 – Takes you to the advanced tab

Step 8 – Link and Advanced tabs include more options.

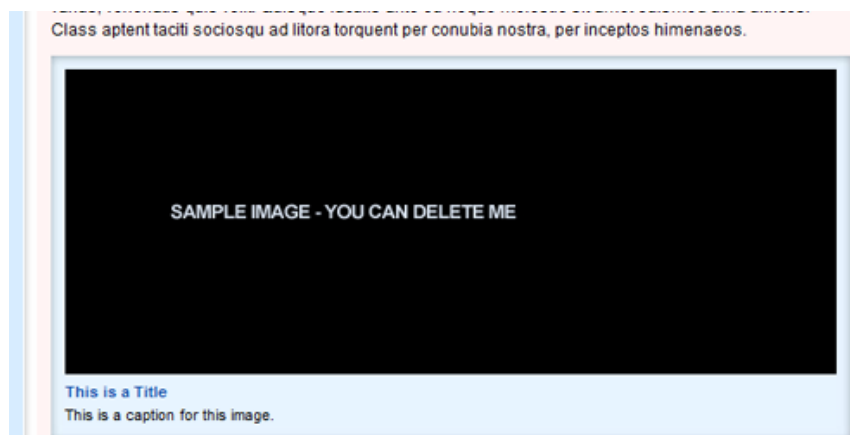
The screenshot shows the 'Image Properties' dialog box with the 'Advanced' tab selected. The 'Advisory Title' field is highlighted with a red box and labeled 'Step 11'. An arrow points to the 'OK' button, labeled 'Step 12'.

Step 11 - Clicking on the Advanced Tab offers several options, but the most important is Advisory Title. This is where you would put the caption for the image. You can insert minor html if wanting to bold a title. For example:

`This is a Title
This is a caption for this image.`

No html is needed if inputting a simple caption.

Step 12 – Submit when done with all adjustments.



The formatting changes will not be visible in the WYSIWYG interface. After saving the file you will see the changes (and when the file is launched).

6.2 Editing Blocks

Blocks are content areas that are used to fill specific parts of templates within the website. The most common use of blocks on the EarthData website is the right rail of pages.

Individual blocks can be edited by clicking on the shortcut link located in the top right corner of the block. If an automated process is desired (eg, a feed of news stories or events filtered for a specific content group) that will require programming by a developer (contact the esdis-cw@lists.nasa.gov email with any requests).

1.1.1 Right Rail Blocks

Right rails normally contain three blocks, though some right rails may have less and some right rails may not utilize all three depending on the page placement.

Here are some of the most common blocks used in right rails and a description of their contents:

- **3rd Level Menu** – Allows the display of deeper levels of navigation. If the page this block is on has subpages, they will be displayed in this block. *This block should not be edited.*
- **News List: Sidebar Block** – A list of the most recent news articles published on the EarthData website (regardless of source). *This block should not be edited.*
- **Events List: Sidebar Block** – A list of the most recent event published on the EarthData website (regardless of source). *This block should not be edited.*
- **EOSDIS Promo Block** – This space is reserved for use by the EarthData website and will be utilized in a variety of ways based on the section within it is used. *This block should not be edited.*
- **[Content Groups] Right Rail Block** – This space is reserved for use by the different Content Groups (see below). Any basic editing of the promo space (eg, paragraphs of text or links, etc.) can be done by the Content Group. Additional functionality (filtered lists that automatically update) will have to be done by a developer (contact the esdis-cw@lists.nasa.gov email with any requests).

Here is a list of the Content Groups and the associated Right Rails and their blocks.

Content Group	Right Rail Name	Right Rail Blocks (from top to bottom)
Community (CDS)	Community Right Rail	3 rd Level Menu Block
		<i>Community Right Rail Block*</i>
		EOSDIS Promo Block
DAAC Alliance	DAAC Alliance Right Rail	3 rd Level Menu Block
		<i>DAAC Alliance Right Rail Block*</i>
		EOSDIS Promo Block
ECHO	ECHO Right Rail	3 rd Level Menu Block
		<i>ECHO Right Rail Block*</i>
		EOSDIS Promo Block
EMS	EMS Right Rail	3 rd Level Menu Block
		<i>EMS Right Rail Block*</i>

		EOSDIS Promo Block
ESDIS	ESDIS Right Rail	3 rd Level Menu Block
		<i>ESDIS Right Rail Block*</i>
		EOSDIS Promo Block
ESDSWG	ESDSWG Right Rail	3 rd Level Menu Block
		<i>ESDSWG Right Rail Block*</i>
		EOSDIS Promo Block
Outreach	Outreach Right Rail	3 rd Level Menu Block
		<i>Outreach Right Rail Block*</i>
		EOSDIS Promo Block
n/a	Basic Sidebar	3 rd Level Menu Block
		News List: Sidebar Block
		Events List: Sidebar Block

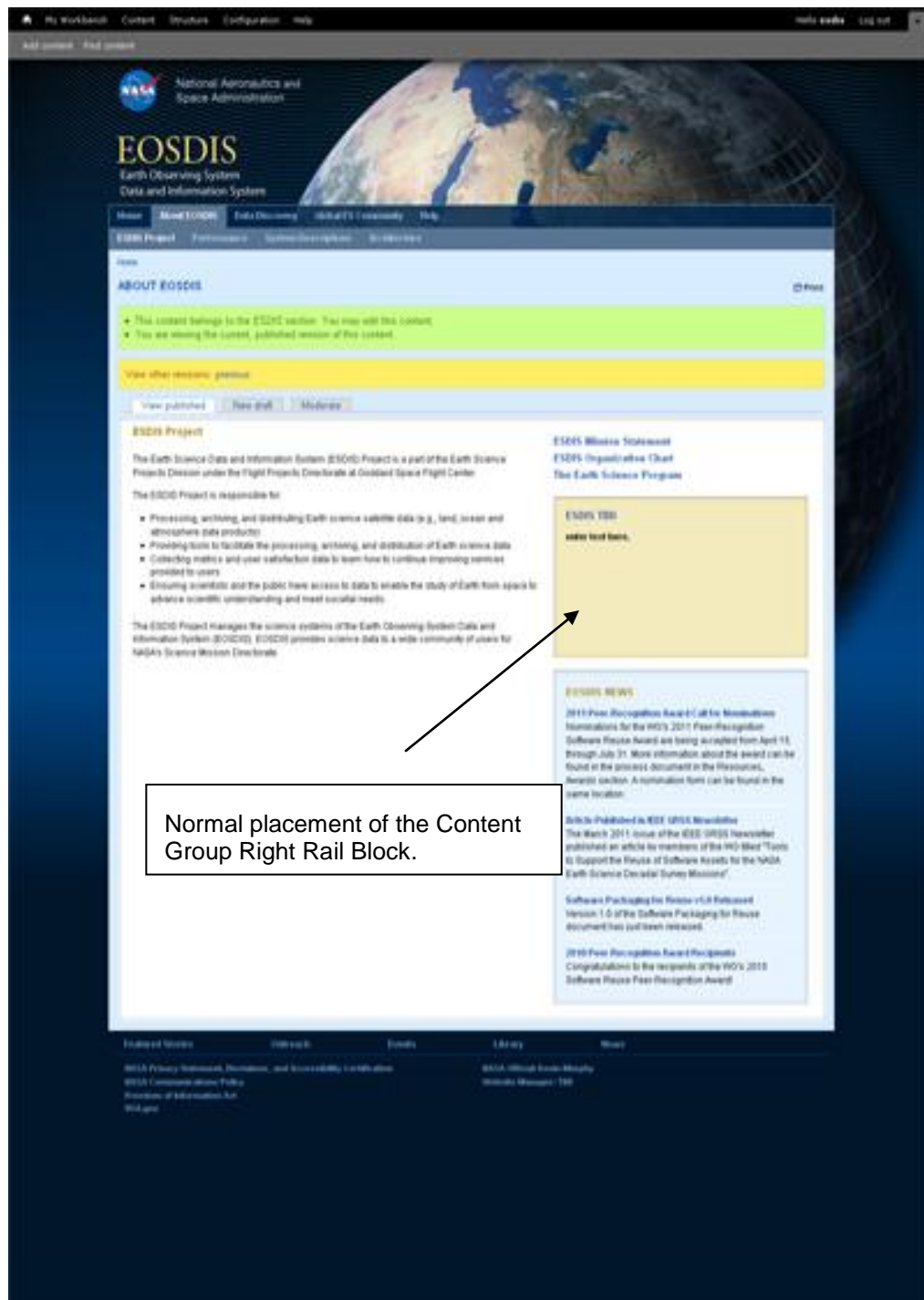
* Block that can be edited by content groups

Editing the Right Rail Block

Follow these steps to perform a basic edit of a right rail content block. **NOTE:** Editing the content block will carry over changes across all places that content block is used. To create additional right rail blocks for a content group (for subsections/etc.) please contact the esdis-cw@lists.nasa.gov email with your request.

1. Locate the Content Block to Edit

Right rails are located on most pages of the EarthData website. Based on the table above, locate the correct content block to edit.



2. Access the Configuration Link

The shortcut to edit a content block is located in the top right corner of the block. It is marked with a symbol that looks like a gear. When clicked, a link to “Configure block” appears. Click on the link to go to the menu.



3. The Configuration Screen

When reaching the Configuration Screen only one field should be touched: "Block Body." Editing any other fields could cause an issue with the display of the right rail.

The screenshot displays the EOSDIS website editor interface. At the top, there is a navigation bar with links for 'Home', 'About EOSDIS', 'Data Discovery', 'About EOSDIS Community', and 'Help'. Below this, the 'BLOCKS' section is visible, containing a 'BLOCK description' field, a 'BLOCK title' field, and a 'BLOCK body' field. The 'BLOCK body' field is highlighted with a red box and labeled 'Edit Area'. Below the 'BLOCK body' field, there are 'Display settings' and 'Visibility settings' sections. The 'Display settings' section includes a 'Text format' dropdown menu set to 'Wysiwyg', a 'More information about text formats' link, and a 'The content of the block as shown to the user' section. The 'Visibility settings' section includes a 'Pages' dropdown menu set to 'All pages', a 'Show block on specific pages' section with radio buttons for 'All pages except those listed' and 'Only the listed pages', and a 'Save block' button. A red arrow points from the 'Save Block' label to the 'Save block' button.

EOSDIS
Earth Observing System
Data and Information System

Home About EOSDIS Data Discovery About EOSDIS Community Help

Home > Administration > Structure

BLOCKS

EOSDIS Page Header Block

Block description
EOSDIS Page Header Block
A short description of your block. Click on the block description page.

Block title

The title of the block as shown to the user.

Block body

EOSDIS TBD
enter text here

Display settings

Text format: Wysiwyg [More information about text formats](#)

- Lists and paragraphs look automatic.
- Web page addresses and email addresses turn into links automatic.

The content of the block as shown to the user.

Page settings
Specify in which themes and regions this block is displayed.

Earth Data default themes
- None -

Science (subdomains also allowed)
- None -

Earth
- None -

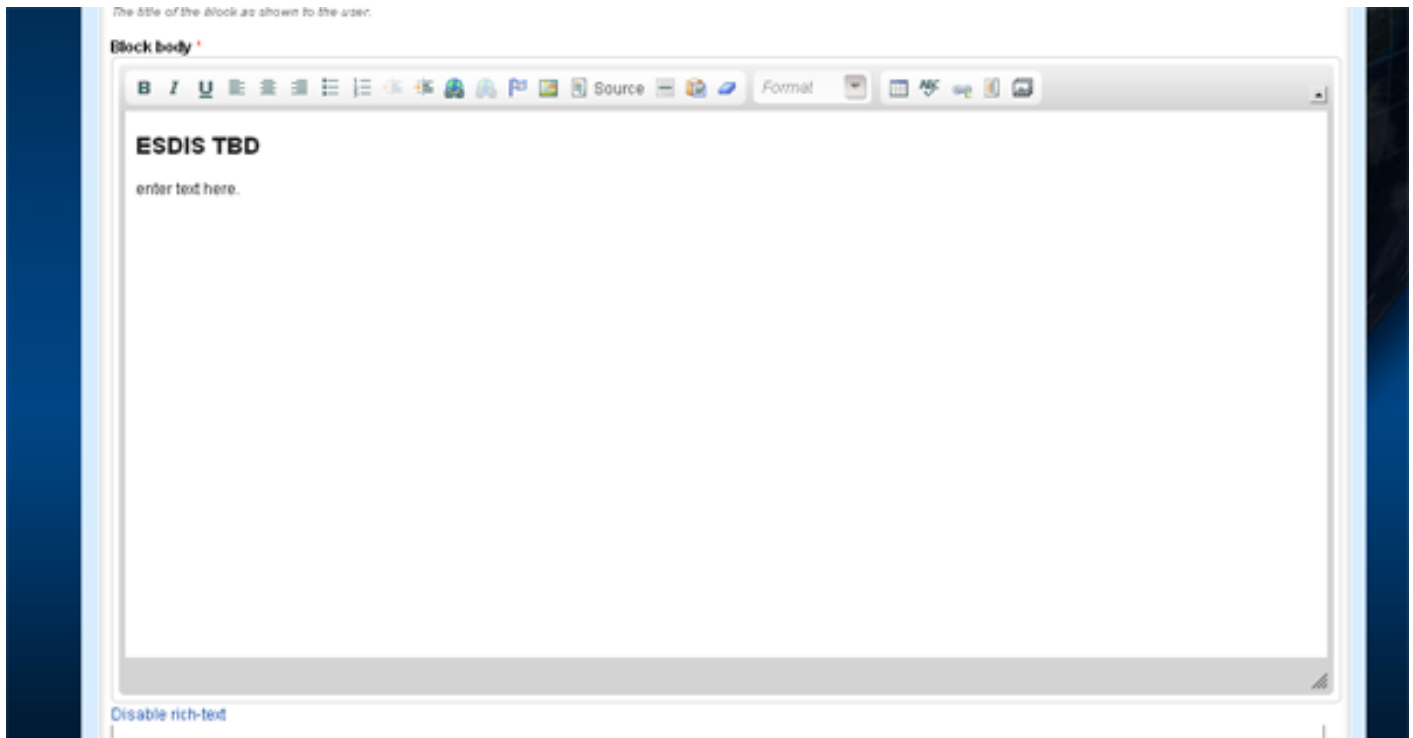
Visibility settings

Pages
Not restricted
Cookbook topics
Not restricted
Blogs
Not restricted
Users
Not customizable

Show block on specific pages
☒ All pages except those listed
☐ Only the listed pages

Save block

Footer links: Privacy Statement, Disclaimers, and Accessibility Information; EOSDIS Community Policy; Division of Information Systems; Web page; EOSDIS Official Press Release; Website Manager: TSS



The content block is currently styled in the background and putting in text will show up in a box.

NOTE: To maintain box styling, do not delete the contents. Just change the text to reflect the new content.

Further changes are being planned for how to style and edit content blocks. Any feedback is welcome. Contact the esdis-cw@lists.nasa.gov email with any questions.

Simple styling of the content box can be done through the WYSIWYG interface.

When all editing is complete, click on the "Save Block" button. **NOTE:** There is no preview state for Blocks. Once saved, the Block is made live. Any errors can only be fixed by re-editing the block.

7 Additional Content Types

The following additional content types can be added to the website.

7.1 Document Page

The Document Page content type should be used for adding any documents into the system. These documents will be added automatically into the Library section of the website and also be accessible via the "Linkit" function.

Each input page includes the following fields. Required fields are indicated by a * in the guide and a red * on the browser screen):

- **Section (formerly called Workbench Access)*:** This field should represent the content "owner" of the content being published. It should default to the content owner/groups that is associated with the user entering the content. When using an individual login, it should show the content group(s) that the user is associated with. If there is only one group, it will default to the associated group and no other change can be made. If a user is

associated with multiple groups, it will show one in the pulldown, but it can be changed to another as needed. **Note: Content can only have one section.**

- **Document Title*:** The title of the page/document should be listed here. This will display at the top of the content page and will represent the name of the document in the library
- **Short Blurb:** The short blurb is on the Library page to describe the page.
- **Story:** This field contains the main content that will display on the page. It should describe the document and other related information of interest.
- **Document Type:** Users should select the document type that is being uploaded. Current selections are:
 - Documents
 - Multimedia
 - Posters
 - Presentations
 - Quad Charts

Contact the Coherent Web team if additional types are desired.

- **Year:** Used to track the year a document was created.
- **Download:** The Download section is used to select the document(s) that will be offered to download on the page. File types are limited to basic document types and must not exceed 32 MB in size (larger documents should be added to the system by the Earth Data team). Multiple files can be added.

After a document has been added, you will have the option of removing it by selecting "Remove".

- **External URL:** To link to an off-site file, enter the full URL in this field.
- **Tags:** Key terms associated with the page. Multiple tags should be separated by commas. If you begin typing a tag that has been entered before, the system will attempt to show matches (similar to the functions shown above). This is helpful to avoid multiple spellings/etc. for common words.

These additional fields are under the Tags section:

- **Owner:** Normally the same as Section. It represents who owns the content.
 - **Data Centers:** Select the Data Center from a pulldown to help associate content to relevant Data Centers without having to include them as a tag,
 - **Conference Name:** Select the Conference Name from a pulldown to help associate content to a relevant conference without having to include them as a tag. To add additional conferences, contact the Coherent Web team.
 - **Content Author:** Free text field to include an author. The system will attempt to match any text being typed in with existing names.
- **Menu Settings:** This field **should not** be used in Documents.

- **Revision Information:** This field allows users to make notes about the version of the page that is being created (or edited).
- **URL Path Settings:** The default selection of "Automatic Alias" should not be changed unless advised by the CW team.
- **Context:** Used to select a right rail for the page (and to ensure it is the correct one). The default right rail is a generic site rail. Sample right rails exist for all content owners depending on their needs.

8 Coming Soon

This document will continue to receive updates and be flushed out to include new functionality. Any questions about the CMS User Guide should be directed to Greg Baerg (gregory.a.baerg@jpl.nasa.gov – phone 626-744-5458).

- End -

Document Revision History:

Version	Date	Description/Comments
1.0	6/9/2011	Initial version.
2..0	7/12/2011	Updates made to various sections
2.0a	9/25/2011	Minor updates made to several sections